 **MEMO**

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| DATE: |
| TO: |
| Provost and Vice President of Academic Affairs  FROM: |
| Dean, College of  CC:      , AVP for Faculty Affairs; File |
| SUBJECT: Recommendations for Sabbatical and Difference-In-Pay Leaves |

Please find the combined recommendations and ranking of sabbatical applications from the college listed below. A total of \_\_\_\_ sabbatical proposals are being recommended.

(The recommendations and comments from both the college committee and dean are attached.)

**Sabbatical Rankings:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Dept** | **Type of Sabbatical** | **Semester** | **Fac Rec.** | **Ranking** | **Dean Rec.** | **Ranking** |
|  |  | Choose an item. |  | Choose an item. |  | Choose an item. |  |
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**Difference-In Pay Leave Applications:**

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| **Name** | **Dept** | **Semester** | **Dean Rec.** |
|  |  |  | Choose an item. |
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My rankings differ from the college committee. I met with the college committee on \_\_\_\_\_\_\_\_\_ to resolve the differences.