

SANTA CLARA UNIVERSITY
CHANGES TO SABBATICAL PLANS

- (1) Faculty member discusses need for change to previously approved sabbatical plans with the Department Chair.
- (2) Faculty member completes sabbatical change request form and requests Dean and Department Chair approval.
- (3) Dean and Department Chair send their written approval to Eric Tillman (etillman@scu.edu) and Sam Herman (sherman2@scu.edu) for review and verification with Laurene Skinner.
- (4) The Provost approves or denies request.
- (5) After verification is complete, Sam Herman sends revised sabbatical letter to the faculty member explaining any salary changes and/or additional agreements pertaining to the sabbatical change, including the Dean and Department Chair.
- (6) Laurene Skinner sends a copy to Human Resources, who initiates payroll changes.
- (7) Provost's Office updates records in faculty salary planning workbooks and faculty database.