

**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 sends written request (email is sufficient) to Provost, Dean, and Department Chair.
3. Dean and Department Chair send their recommendations to Provost for review.

If Provost denies request:

4. Provost sends letter to faculty member explaining reasons for denial.

If Provost approves request:

5. Provost sends letter to faculty member explaining any salary changes and/or additional agreements pertaining to the sabbatical change and sends a copy to Human Resources.
6. Human Resources initiates payroll changes and contacts faculty member regarding calculation of retroactive pay or reimbursement owed to University.
7. Provost's Office updates records in faculty salary planning workbooks and faculty database.