

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 Eileen Elrod (eelrod@scu.edu) and Pam Cuilla (pcuilla@scu.edu) for review and verification with Laurene Skinner.
4. The Provost approves or denies request.
5. After verification is complete, Pam Cuilla 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.