

UNIVERSITY OF ILLINOIS
Urbana-Champaign Chicago Springfield

Office of the Vice President for Academic Affairs
377 Henry Administration Building
506 South Wright Street
Urbana, IL 61801

Mrinalini C. Rao
Vice President

May 11, 2009

Chancellor Paula Allen-Meares
Chancellor Richard Herman
Chancellor Richard Ringeisen

Dear Chancellors Allen-Meares, Herman and Ringeisen:

The guidelines for 2010-2011 sabbatical leaves of absence are enclosed. The guidelines are also on the Web at <http://www.vpaa.uillinois.edu/Policies/sabbatical.cfm>. The sabbatical application can be completed on the Web, printed, and submitted to the applicant's department. Once the application is submitted to the department, the process follows the same paper path as in past years. The form can be found at <http://www.vpaa.uillinois.edu/Policies/sabbatical.pdf>.

On behalf of the President, I ask that you distribute these guidelines with a cover letter from your office to deans, directors, and department heads on your campus. In your letter you may want to mention the application form and its availability on the Web.

Recommended applications are due in the Office of the Secretary of the Board of Trustees by February 1, 2010.

Sincerely,



Mrinalini C. Rao

Enclosures

cc: President B. Joseph White
University Officers