

STANFORD UNIVERSITY OFFICE MEMORANDUM

Date: November 15, 2006  
To: Deans and Department Chairs  
From: John Etchemendy, Provost  
Subject: Sabbaticals prior to retirement

Dear Colleagues:

The purpose of the sabbatical leave program is to free faculty members from their normal University duties, enabling them to pursue their scholarly interests full time and maintain their professional standing so that they may return to their posts with renewed vigor, perspective, and insight. A faculty member is expected to return after sabbatical and serve at Stanford for at least one year following completion of a sabbatical leave. Accordingly, as provided in the Faculty Handbook, sabbatical leaves should not be taken during the academic year immediately preceding retirement. In the past several years, however, I have received an increasing number of exception requests to allow sabbaticals immediately prior to retirement. Such leaves reduce faculty members' contributions to the University without providing the positive advantages to the University contemplated under the sabbatical program.

I intend to limit such exceptions in the future. I will review exception requests on a case-by-case basis and may grant exceptions to allow a faculty member to take sabbatical leave during the year prior to retirement if (1) the faculty member will return to service for a period of time equivalent to the length of the sabbatical, (2) it can be shown that there are positive advantages to the University that warrant approval of the request, and (3) the request is supported by the department chair and school dean. Note that faculty members do not accrue sabbatical during the year preceding retirement.

Please take a moment to discuss this policy within your department or school. It is important that faculty members not be promised sabbaticals, sabbatical accruals or exceptions from policy without prior approval from the dean and/or provost, as required under the relevant policies.

Thank you for your attention to this matter.

Best regards,



John Etchemendy  
Provost