Where to submit:

SBS faculty are asked to submit sabbatical and related leave requests (junior professional development leave for assistant professors, and professional development leave for career track faculty) to the 
[online WiseHUB system](thehub.arizona.edu) rather than complete the UA’s [paper forms](#) for sabbatical and related leaves.

To upload sabbatical applications, go to [thehub.arizona.edu](thehub.arizona.edu) > click [SBS Faculty](#) > click [Leave Application](#).
(Note: other kinds of leaves – TADA, FML, parental – are still handled outside of the system.)

Applications are accepted in the Fall, typically from mid-September through November 1st (firm). The Sabbatical Committee does its work over the winter break, and faculty are notified about decisions by early February.

What is needed:

Faculty are asked to gather the same information as is required for the paper form. The difference now is that all materials will be uploaded at the above link.

Here’s what is needed, plus helpful tips for each requirement:

1. **A description of the proposed program for the leave, including goals, travel plans, and the benefits to the applicant and the University.**

   *This description is typically 1-2 pages and optimally includes (1) the plans themselves, (2) their intended outcomes (a journal article? A book chapter? A curricular innovation?) and (3) how the proposed activities align with or advance current work and/or intended career trajectory.*

2. **A CV not to exceed 10 pages**

   *Faculty may run into language that says the CV should be formatted as for P&T. SBS does not require this at all.*

3. **Unit Head or Director evaluation, to include unit plans to cover teaching in faculty’s absence**

   *These evaluations are not intended to be confidential so faculty can ask for and then upload these letters themselves.*

4. **At least one additional letter of evaluation**

   *These are often from a colleague (in or out of the unit) but can be from anyone who can speak to the importance and timeliness of leave goals. There is no rank-eligibility requirement, and these too are not confidential.*