



*The UNIVERSITY of OKLAHOMA*  
*Office of the Senior Vice President and Provost*

MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus

FROM: André-Denis Wright  
Senior Vice President and Provost

DATE: December 12, 2024

SUBJECT: Application for Sabbatical Leave

Please remind faculty in your area that applications for sabbaticals starting the Fall 2025 semester must be submitted to Deans, Directors, or Chairs by February 1 and to the Provost's Office by February 9. Applications for sabbaticals starting the Spring 2026 semester are due to Deans, Directors, or Chairs by July 15 and to the Provost's Office by July 19.

The [application form for sabbatical leave is available online](#) and includes a section for information from the Directors, Chairs, and Deans regarding teaching and funding arrangements during the proposed sabbatical. Please pay particular attention to this last section and give detailed information regarding the teaching and funding arrangements during this era of tight budgets.

Application forms must be submitted to the Office of the Senior Vice President and Provost at [facultyaffairs@ou.edu](mailto:facultyaffairs@ou.edu).

**Please note the following change to the application:** We no longer require all previous sabbatical leave applications be submitted. Please include the most recent application only.

ADW/jg