**SAMPLE SABB/DIP LETTER OF RECOMMENDATION**

Date

(Name of Subsequent Reviewer)

(Title and/or Name of Committee)

Re: Sabbatical Application for Professor (First Name) (Last Name)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

I/The Personnel Committee has/have reviewed Professor \_\_\_\_\_\_’s application for a sabbatical/difference-in-pay leave and is/am pleased to recommend/do not recommend that s/he be awarded a sabbatical/difference-in-pay leave for [TERM] 20XX.

[Briefly discuss the proposed activity/project, strengths and/or weaknesses of the project, and benefit to the department/school, college, and university (2 - 3 sentences).]

[Briefly discuss the applicant’s professional growth/scholarship and how this activity/project demonstrates a continuous, coherent program of research/creative activity (2 - 3 sentences).]

[Briefly discuss the applicant’s time since their last leave. (2 - 3 sentences).]

[Chairs / directors only: I have reviewed the curricular, budgetary, and operational impacts of this award to the department / school and have provided or will provide this information to the Dean.]

Sincerely,

[Name]

[Title]