**To: Dean**

**From: Chair**

**Dept:**

**Date:**

**Re:**

I support {insert name and rank} request for a sabbatical for {insert sabbatical period}.

{add commentary about your support}

{insert name} was scheduled to/typically would teach the following courses during the sabbatical period:

{insert course info}

Example: HST 334 – History of Canada, Fall term, 4 credits
 HST 202 – History of the U.S., Fall term, 4 credits
 HST 339U – The Environment and History, Winter term, 4 credits

 UNST 421 – Monumental Women, Winter term, 6 credits

HST 338 – Oregon History, Spring term, 4 credits
 HST 538 – American Economic History: the First Century, Spring term, 4 credits

The department will need to cover {#} of these courses. {Describe coverage plan}

Example: We have hired a new Pacific Northwest historian who will take over the large survey course HST 202. The capstone class (UNST 421) will not be offered and so will have an impact on SCH. The graduate course, HST 538 will not be offered as students will have other options they can take. The department would like to hire adjuncts to teach three classes: HST 334, HST 339U and HST 338.

{insert information about the cost of coverage}

Example: The department requests adjunct funds to cover the three largest classes. For HST 338 we can hire an adjunct at the current minimum AFT rate of $1,360/credit. For the other two courses the adjunct rate is a bit higher, at $1,400/credit.

$1,360 x 4 credits = $5,440

$1,400 x 8 credits = $11,200

Total adjunct pay needed = $16,640 + OPE\*