

(The Senate and Senate Committees should use the following form for officially communicating recommendations to the Provost. Such committees would include: UCC, UPC and Executive Committee of the Senate along with any other committees which provide recommendations directly to the Provost.)

Senate Recommendation to the Provost

Originating Body Faculty Welfare Committee Originator Dr. David Rieck

Date submitted December 12, 2003 Requested Effective date Fall 2004

Recommendation To accept the attached modifications to the sabbatical application procedure.

Approved policy attached.

Attach any supporting documentation.

Sent
1/2/04

Action Taken by Provost:

Date 1/2/2004

☒ Recommendation Accepted ☐ Recommendation Not Accepted

☐ Recommendation returned to Originating Body for further review (see attached)

Disposition for Approved Recommendation:

☐ President
☒ Faculty Senate Chair
☐ Forum Chair
☐ Webmaster
☐ Catalogue Editor
☐ Student Handbook Editor
☒ Faculty Handbook Editor

☐ VP Student Affairs
☐ VP Finance
☒ School Deans
☐ Graduate Council
☐ Provost Council
Other: _____

Signature: David H. Buchanan

**Proposed Amendments to Procedure for Sabbatical Leave
Faculty Welfare Committee, November 2003
Current Page 110 of Faculty Handbook**

Rationale: Difficulties in arranging coverage/funding for sabbatical leaves have occurred in recent years. At the request of the Provost, faculty have been asked to consider a longer time line between application for sabbatical and the actual semester during which the sabbatical could occur to better allow the department to arrange coverage. The Faculty Welfare Committee inherently approves of any change that would enhance approval of sabbaticals. However, since the extended time line could both make it more difficult to have final approval of funding from external sources but also enhance approval of external funding due to a sabbatical already being approved, the Faculty Welfare Committee suggests that some flexibility in the policy be included to allow for additional funding that has been gained since the original application. As a specific example, external funding could allow for a faculty member to request that a one semester sabbatical at full pay be extended to a two semester sabbatical at half pay, and this request should under most circumstances be honored. Finally, so as to not penalize faculty whose sabbaticals are imminent, the Faculty Welfare Committee recommends phasing in the deadlines as outlined below.

Amendments:

Item 2, page 110 should be amended as follows:

“Completed applications (Part A) are submitted to the applicant’s department chair 2 semesters in advance of the proposed leaves. The deadline is August 1 for fall sabbatical leaves and March 15 for spring sabbatical leaves. For example, the deadline for a Fall 2005 sabbatical would be August 1, 2004 and the deadline for a spring 2006 sabbatical would be March 15, 2005.”

Item 3, page 110 should have the last sentence amended as follows:

“Recommended sabbatical leave applications that have been received by the chairs by August 1 are forwarded to the Faculty Welfare Committee by September 15, and recommended sabbatical leave applications that have been received by the chairs by March 15 are forwarded to the Faculty Welfare Committee May 1.”

Items 4 and 5 should be altered as follows:

4. The Faculty Welfare Committee assesses the academic value of sabbatical leave applications with endorsement or non-endorsement no later than November 15 for fall leaves and June 1 for spring leaves. In the event that the committee is unable to endorse the application, the Chair will provide an explanatory comment. Recommendations of the Faculty Welfare Committee are forwarded to the provost and applicant faculty are notified in writing by the committee of completion of these steps.

5. Applications for sabbatical leave are recommended or not recommended by the provost and approved or disapproved by the president of the University by January 1 for fall sabbatical leaves and August 1 for spring sabbatical leaves. Upon approval of sabbatical leaves, the president of the university notifies applicants, their department chairs and the Faculty Welfare Committee.

Paragraph 6, page 103 should have this sentence added to the end:

“This policy also allows that for a change in circumstances since the initial application a faculty member may request an extension of a previously approved one semester sabbatical to one year at half-pay. Approval of such a request is at the sole discretion of the Dean and Chair.”