

(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 Lisa Seldomridge

Date submitted _____ Requested Effective date 8/15/02

Recommendation: adoption of revised Sabbatical Request Forms Parts A & B and Procedure on Sabbatical Leave. Senate approved above in March 2002 _____

Attach any supporting documentation.

Action Taken by Provost:

Date 8/22/02

☒ 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: _____

Copy to Sandra/
Done 8/22/02 Priscilla
Original to our
file. I've sent
e-copies to others

Salisbury University Sabbatical Leave Form Part A Application

APPLICANT'S PERSONAL INFORMATION

Name

Rank

Department

School

Date employed full-time at Salisbury University (month/year)

APPLICANT'S LEAVE INFORMATION

Is this your first sabbatical leave from Salisbury University? ☐ Yes ☐ No

Indicate semester(s) and academic year of last sabbatical leave: _____

Indicate semester(s) and academic year for which leave is requested: _____

List by semester and year the six years of full-time teaching that qualify you for a sabbatical:

DESCRIPTION, LIKELY OUTCOMES, AND LIKELY BENEFITS OF THIS SABBATICAL LEAVE

Please address each of the following on a separate page or two, as is necessary:

1. The description (including the nature, purpose and location) of your proposed sabbatical leave project.
2. The outcome(s) you expect from your project. If you anticipate you will produce presentations or publications, please indicate possible audiences.
3. The expected benefits of your project to you (professionally), to your students, to your department, to your school, and to the university.

STATEMENT OF FINANCIAL GAIN

I understand that financial gain is strictly prohibited with the exception of support for the sabbatical project or compensation for occasional consulting services during the sabbatical. I agree to comply with the guideline restrictions regarding employment during sabbatical leave and recognize that I am obligated to fulfill my university contract at the end of my sabbatical leave.

Signature of Applicant

Date

DEPT. CHAIR'S EVALUATION: ☐ **Recommended** ☐ **Not Recommended**
(If the applicant is a department chair, the School Dean must complete this evaluation.)
On a separate page evaluate the **description, likely outcomes, and likely benefits** of the
applicant's sabbatical request and indicate **how the faculty member's duties will be**
covered during the sabbatical leave.

Signature of Chair

Date

DEAN:
Comments:

☐ **Recommended** ☐ **Not Recommended**

Signature of Dean

Date

FACULTY WELFARE COMMITTEE'S ENDORSEMENT: ☐
Comments:

Signature of Chair of Faculty Welfare Committee

Date

PROVOST:
Comments:

☐ **Recommended** ☐ **Not Recommended**

Signature of Provost

Date

PRESIDENT:
Comments:

☐ **Approve** ☐ **Disapprove**

Signature of President

Date

Salisbury University
Sabbatical Leave Form Part B
Final Report

PERSONAL INFORMATION

Name

Rank

Department

School

Semester(s) and academic year of the sabbatical leave: _____

On a separate sheet, please address the following topics using as much space as needed to provide a complete report.

1. Describe your sabbatical project. If it differed from your original proposal, discuss briefly how the new project evolved. Indicate when, where and how long each activity was undertaken.
2. What outcomes did you achieve? What do you still expect to accomplish as a result of this project?
3. How did the sabbatical leave benefit you professionally? How did it or will it benefit your students, your department, school and the university?

Please attach this form to your report and deliver it to your department chair for his signature (on the reverse side of this form).

Each person who signs this form will forward it to the person who signs it next.

Signature of Faculty Member

Date

DEPT. CHAIR:

☐ **Received**

Comments:

Signature of Chair

Date

DEAN:

☐ **Received**

Comments:

Signature of Dean

Date

FACULTY WELFARE COMMITTEE:

☐ **Received**

Comments:

Signature of Chair of Faculty Welfare Committee

Date

PROVOST:

☐ **Received**

Comments:

Signature of Provost

Date

PRESIDENT:

☐ **Received**

Comments:

Signature of President

Date

Draft Procedure on Sabbatical Leave (2/19/02)

Proposed changes are in BOLD

Old language that will be replaced is underlined

1. Faculty applying for sabbatical leave obtain two forms from the Faculty Handbook Office of Academic Affairs: the Sabbatical Form Part A-Application and Sabbatical Leave Form Part B-Final Report that appear in Appendix G. Faculty members initiate their applications by completing Part A that when finally approved will be open to public review. They retain Part B for submission within six months following sabbatical leave.
2. Completed applications (Part A) are **submitted** forwarded to the applicant's **department chair** by **October 15** December 15 for fall sabbatical leaves and **March 15** May 15 for spring sabbatical leaves and no earlier than one year prior to the requested leave.
3. **Department chairs recommend or do not recommend sabbatical leave applications. (In the event that the applicant is a department chair, the dean of the school will make a recommendation about the sabbatical application.)** If a sabbatical application receives a recommendation from the department chair, it is forwarded to the dean of the school who then recommends or does not recommend the sabbatical leave application. Recommended sabbatical leave applications are forwarded to the Faculty Welfare Committee by December 1 for fall sabbaticals and May 1 for spring sabbaticals.

Department chairs approve or disapprove sabbatical leave applications, secure approval of dean of the school and forward the approved original application and two copies to the Faculty Welfare Committee by January 1 for fall sabbaticals and June 1 for spring sabbaticals. Department chairs then notify applicant faculty of completion of these steps.

4. The Faculty Welfare Committee assesses the academic value of sabbatical leave applications **with endorsement or non-endorsement** approves or disapproves them no later than February 1 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** approved by the provost **and approved or disapproved** approved by the president of the University by March 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.

6. Faculty who wish to make revisions, modifications or additions to their sabbatical leave proposals must submit such changes for approval to their department chairs, deans, the Faculty Welfare Committee and the provost.

6. ~~A~~ When faculty have completed a sabbatical leave they submit the completed original of Sabbatical Leave Form Part B-Final Report **to their chair who signs it acknowledging its receipt and forwards it to the dean of the school. The dean signs, forwards it to the Faculty Welfare Committee whose chair signs and sends it to the provost. The provost sends the document to the President for its final signature. Completed Sabbatical Leave Forms Part B must be submitted to the department chair by October 15 for spring sabbaticals and March 15 for fall sabbaticals.**

When faculty have completed a sabbatical leave they submit the completed original of Part B of the Sabbatical Leave Form with four copies to the Faculty Welfare Committee and copies to the department chair or equivalent, the dean of the school, the provost and the president. The committee then forwards copies of Part B to the faculty member's department chair, school dean, the provost and the president of the university.

8. Within six months after returning from sabbatical leave, recipients must file with their department chairs or the equivalent and the Faculty Welfare Committee a report summarizing activities undertaken during the sabbatical leave and the extent to which these activities fulfilled the goals of the project as described in the leave request.

Approved FWC 2/19/02