

FACULTY MEETING  
March 1, 2013

### MOTION

On behalf of the Faculty Development Committee, the Faculty Executive Committee moves that the following new language be added to the *Faculty Handbook*, Part One [*Faculty Rights and Responsibilities*], Article XII [*Leaves of Absence*], Section A [*Sabbatical Leaves of Absence*], Subsection 3 [*Procedures*], Subpart a [*Application*], Number iv:

#### OLD LANGUAGE

Applications must be received by the Dean of the Faculty/Vice President for Academic Affairs no later than January 15<sup>th</sup> of the academic year preceding the desired leave. The Dean of the Faculty/Vice President for Academic Affairs' Office will transmit one copy to the Chair of the Faculty Development Committee.

#### NEW LANGUAGE

For full-year sabbatical leaves, applications must be received by the Dean of the Faculty/Vice President for Academic Affairs no later than October 15<sup>th</sup> of the academic year preceding the desired leave. For one-semester sabbatical leaves, applications must be received by January 15<sup>th</sup> of the academic year preceding the desired leave. The Dean of the Faculty/Vice President for Academic Affairs' Office will transmit one copy to the Chair of the Faculty Development Committee.

*Also, in light of this change, two new pieces of language for Subpart b [Consideration], Number i and Number iii, are necessary (here in bold):*

b.i.: On or before **either October 15<sup>th</sup> or January 15<sup>th</sup> (whichever date pertains)** of the year preceding the intended leave...

b.iii.: Applicants and their departmental Chairs will be notified by **November 15<sup>th</sup> or March 1<sup>st</sup> (whichever date pertains)** of the academic year preceding the leave.

#### RATIONALE

Some faculty members apply for a sabbatical enhancement grant in order to make a year-long leave possible. The current calendar prohibits those faculty members from changing their application to a one-semester leave, if they are not awarded a sabbatical enhancement grant. By mid-January, department chairs have already begun making staffing changes to accommodate the sabbatical leaves for the following year—applicants are thus locked into their leave plans. Moving the deadline up to October 15 for one-year sabbaticals would put in place a two-step application process enabling one-year applicants to change their applications in January due to financial considerations. This calendar change would better accommodate both the needs of applicants and the needs of departments as they plan for staffing changes.