

## UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

**Committee Name: *Sabbatical Leave*** 2015-2016

Number of Meetings Held this Year: **3**

Committee Chair: **Christopher Thomas**

Committee Members: (list here)

|                             |                         |
|-----------------------------|-------------------------|
| Amanda Almon, CCCA          | Terry O'Brien, CSM      |
| Christine Davidian, Library | Bethany Raiff, CHSS     |
| Claire Falck, CHSS          | George Romeo, COB       |
| Zenaida Gephardt, COEng     | Christopher Thomas, CPA |
| Philip LaPorta, CSM         | Rob Wieman, COEd        |
| Dilip Mirchandani, AFT Rep  |                         |

### ***Purpose of/Charge to Committee:***

The Sabbatical Leave Committee shall conduct its review of applications for sabbatical leave and make its recommendations to the President in accordance with the current contractual agreement.

### ***Summary of Activities this Year:***

- The committee met three times on 11/11/16, 11/18/16, and 12/4/16.
- 31 semesters of sabbatical leave were requested from 22 candidates (down from 36 requests from 26 candidates the previous year)
- Breakdown of Sabbatical Leaves recommended by College:
  1. COB (4)
  2. CCCA (2)
  3. COEd (3)
  4. COEng (1)
  5. CHSS (4)
  6. CSM (7)
  7. COPA (1)
- After review at the Provost level, 13 of the 22 applicants were recommended for sabbatical leave. All applicants, whether recommended or not recommended, were notified in writing by the Provost's Office on 1/7/16.
- Recommendations were accepted and approved at the BOT meeting on 2/17/16.

**UNIVERSITY SENATE ANNUAL COMMITTEE**  
**SUGGESTIONS & RECOMMENDATIONS**

2015-16

Name of Committee: Sabbatical Leave

**SUGGESTIONS:**

- The chair suggests there be a clearer process for providing feedback to unsuccessful candidates. Under the current MOA, unsuccessful candidates may contact the chair of the committee for feedback, but for a variety of reasons, these conversations may not be the most effective means of communicating suggestions for future applications.
- The chair suggests a small change to Appendix I:
  1. In “Guidelines for Preparation of Application,” the following phrase should be a separate numbered item (rather than a part of #2) so that it is not overlooked by applicants:
    - a. Include an estimated schedule for the major steps of the project.

**RECOMMENDATIONS:**

- The chair recommends that a sabbatical leave workshop be held in the spring semester to allow potential candidates a greater amount of time to complete a successful application. Previously, workshops were held in September, and while that served candidates finalizing applications, it was not enough time for a candidate to make the October 15 deadline if any significant changes were to be made.
- The chair recommends a variety of successful applications, with permission from their authors, be made available in the faculty center for future applicants to reference.