

SABBATICAL LEAVE


Memorandum of Agreement

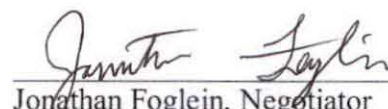
FY 2020

The attached document is reflective of the consultation and negotiation that has taken place and constitutes the memorandum of agreement that will be in effect for the academic year 2019 – 2020, and will continue thereafter until a new MOA is negotiated.

Major Changes for 2019:

- 1) Updated scoring criteria rubric to better distinguish projects on a consistent basis.
- 2) Clarified Dean role (deadline August 1 for confirmation of notice and impact statement for leave).


Theresa Drye, Chief Human Resource
Officer / Vice President


Jonathan Foglein, Negotiator
Rowan AFT 2373

SABBATICAL LEAVE IMPORTANT DATES AND DEADLINES
Procedural Guidelines for Sabbatical Leave Applications
Pursuant to Article XXVII of the **2015-2019** Agreement: State of New Jersey and Council
of New Jersey State College Locals, AFT, AFL-CIO

<i>Applicants for Sabbatical Leave</i>	<i>Deadline</i>
Applicants send intention to apply for sabbatical leave via email to the Department Chair/Head, Dean, and Senate Office. Email must be time-stamped by 5:00 PM to be considered for leave.	June 30*
Dean approves eligibility for sabbatical leave	August 1*
Applicants submit applications to Department Committee and Dean for evaluation [One print, one PDF]. Departmental evaluation is forwarded to the Dean when completed.	September 21*
Applicants will receive impact statement from College Dean	October 10*
Print applications for Sabbatical Leave (with evaluative letters) submitted to University Senate Office, Campbell Library 432 by noon.	October 15*
<i>Departmental Committee</i>	<i>Deadline</i>
The Identified Department Committee will provide letter of support to applicant.	October 5*
<i>University Senate Sabbatical Leave Committee</i>	<i>Deadline</i>
University Senate Sabbatical Leave Committee in conjunction with the University Administration will verify the eligibility of each "intended" candidate for sabbatical (i.e., dates of initial employment, last sabbatical leave).	September 14*
The Committee will provide the list of recommended projects to the President (or designee) in rank order.	February 1*
<i>University President or Designee</i>	<i>Deadline</i>
President/Designee notifies all applicants of final determinations regarding requested sabbatical leave request	March 1*

* If deadline is on a weekend or holiday, the deadline shall be 5 PM on the next business day.

The University Senate Committee and the Administration will make a reasonable effort to notify every eligible faculty and librarian of his/her/their eligibility for a sabbatical leave with sufficient lead time to ensure every eligible individual can submit a sabbatical application (at least 1 month prior to the deadline for intention to apply).

Preamble

According to Article XXVII of the Agreement: State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO, July 1, 2015-June 30, 2019:

Each State College/University shall have a sabbatical leave program for its full-time, tenured faculty members... and librarians who, as of June 30 prior to the year for which the leave is requested, have completed a period of six (6) or more years of service. Sabbatical leaves shall be in half year leaves granted to those applicants with meritorious applications as evaluated pursuant to the procedures at each College/University and no more than once every seven years. At each College/University two (2) half year leaves may be combined into one (1) full year leave.

Application may be made for the purpose of pursuing a substantial project designed to yield **publishable results and/or enhance competency as a scholar or teacher**. Sabbatical leaves may also be granted for the **pursuit of an accredited terminal degree program in an appropriate field of study** and/or such other criteria that may be established by the College/University (p. 41-42).

Also found in Article XXVII of the Agreement: State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO, July 1, 2015-June 30, 2019, are the terms of an approved Sabbatical Leave:

- Half-year leaves shall be at the rate of full salary.
- Full-year leaves shall be at the rate of three quarters (3/4) salary.
- For librarians, half-year leaves shall be five (5) months, and full-year leaves ten (10) months.
- The period of the leave shall be credited for increment purposes, where such credit is relevant.
- A faculty member or librarian on sabbatical leave shall be entitled to the continuation of pension and insurance programs benefits as provided in the applicable plans.
- Each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President of the College/University.
- Faculty members or librarians on such leave are permitted to receive additional compensation in the form of fellowships, government grants, and honoraria for purposes related to the leave and part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research in addition to the partial salary from the College/University, provided that total compensation from all sources does not exceed such faculty members' full salary at the College/University. The leave may not be used to accept paid employment during the period of the leave except as provided above. *

Rowan University recognizes that Housing and Expense Allowances may not be recognized as "salary."

1. General Guidelines

1.1 The Sabbatical Leave Committee shall be appointed in accordance with Article XXVII, Section A-B of the Agreement: State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO (July 1, 2015-June 30, 2019 and the By-Laws of the University Senate. The committee will be composed of twelve (12) voting members and a non-voting representative appointed by the union. The addition of representatives from the two new Schools is subject to approval by the Faculty Senate. Unless exceptions are agreed to by the union and the administration upon request of the University Senate, the minimum 12 person committee must contain at least one representative of the AFT 2373 bargaining unit from each of the following:

1. Rohrer College of Business
2. College of Communication and Creative Arts
3. College of Education
4. Henry M. Rowan College of Engineering
5. College of Humanities and Social Sciences
6. College of Performing Arts
7. College of Science and Mathematics
8. School of Health Professions
9. School of Earth and the Environment
10. Librarian
11. An additional member from the AFT 2373 bargaining unit

1.2 The University Senate Sabbatical Leave Committee shall conduct its review of applications and make its recommendations to the President by February 1 in accordance with the current contractual agreement.

1.3. The recommendations will be based upon the following point system criteria:

1.3.1 **Each candidate shall be given a numerical Longevity Score.** The longevity score will be his/her/their number of years of full-time, in-unit service as a faculty member or a librarian at Rowan University from the initial appointment or since his/her/their last sabbatical leave ended, whichever is most recent, to the beginning date of requested sabbatical. Half-years will be counted where applicable. *This number of years will then be divided by 6 (minimum number of years between sabbatical leaves) and the number obtained will be the Longevity Score. This score will be capped at a maximum of 2.0 points to avoid skewing the Final Score calculation and to give the Project Score a higher weight.*

1.3.2 **Each candidate shall be given a Project Score.** The candidate's project shall be rated on a point basis by its potential value. Value is to be evaluated on the applicant's stated objectives for the project, anticipated outcomes of the project, and the short-term/long-term enhancement that the proposed project will provide to the applicant, department, discipline,

profession, and/or University as well as the supporting documentation provided by the applicant and the assessment by the department.

Points shall be assigned on a scale of 0-10 based on the assessment of the proposed project's purpose, objectives, expected results, and potential impact for the applicant, department, discipline, profession, and/or University. See 1.3.4 for this scale. The procedures for arriving at the final Project Score for an application are outlined in 1.3.3 below.

- 1.3.3 **Each proposal shall be discussed by the primary reviewer, with assistance from the secondary reviewer.** The two reviewers shall summarize the project goals, and give their assessments of the project with respect to the objectives of the project, and the three areas of outcomes listed in 2.2.1 through 2.2.3. After the discussion, all the participating committee members shall give their preliminary scores to the Committee. The Sabbatical Committee Chair will then lead a discussion on preliminary scores. After this discussion, all participating members will provide an anonymous final project score. After the highest and lowest scores have been discarded, the mean of the remaining numerical ratings shall be assigned to each candidate as his/her/their Project Score. Projects that receive a mean score of 4 (four) or less are eliminated from further discussion and ranking.

1.3.4 Project Score Rating Scale Values

Value is to be evaluated on a) the applicant's **stated objectives and innovation** of the project, b) anticipated **outcomes** of the project, and c) the **short-term/long-term enhancement** that the proposed project will provide to the applicant, department, discipline, profession, and/or University as well as the supporting documentation provided by the applicant.

Overall Quality and Strength of Proposal	Score	Descriptor
High (Likely to be funded)	10	Exceptional
	9	Outstanding
	8	Excellent
Medium (May or may not be funded)	7	Very Good
	6	Good
	5	Satisfactory
Low (Will not be funded)	4	Fair
	3	Marginal
	2	Weak
	1	Poor

- 1.3.5 The Project Score will then be summed with the Longevity Score. ***This will result in the Final Score (from 1-12).*** Projects will then be rank ordered from highest to lowest score with ties being ranked equally, and the next highest score(s) ranked numerically one lower than the number of

higher ranked projects. This method provides the project score with a 83% weight and the Longevity score with a 17% weight.

- 1.3.6 After all proposals have been ranked, the committee votes on whether or not each particular project should be recommended for funding.
- 1.4 All committee members are expected to conduct themselves in accordance with any relevant university, state, or professional standards of ethics while serving on this committee. This includes recusal in conflict of interest cases.
- 1.5 The Committee reserves the right to ask the candidate to provide additional information and/or to appear before the Committee.
- 1.6 The Committee shall notify each candidate of the recommendation decision of the committee as well as his/her/their Project Ranking before forwarding its recommendations to the Administration as outlined in 4.7 and 4.8 below.

2. Contract and Guideline Interpretations

- 2.1 The contract wording, "to yield publishable results" (Article XXVII.A of the Master Agreement) is interpreted as a proposed project which may yield products identified as scholarship pursuant to section 2.2., "Scholarly and/or Creative Activity," of the local Promotion Agreement, Appendix A, and documented in the respective faculty member or librarian's approved department promotion criteria.
- 2.2 The contract wording, "designed to yield publishable results and/or enhance competency as a scholar or teacher " (Article XXVII.A of *Agreement: State of New Jersey and Council of New Jersey State College Locals*, AFT, AFL-CIO July 1, 2015-June 30, 2019) is interpreted as a proposed project which will be relevant for the individual's profession as a faculty member or librarian. The enhanced competency may be directed toward:
 - 2.2.1 Enhancement for the individual and/or
 - 2.2.2 Enhancement for the department and/or
 - 2.2.3 Enhancement for the University.
- 2.3 Applicants will need to describe the objectives of the proposed sabbatical leave project, the expected impact that it will have on the applicant's "competency as a teacher and/or scholar," and the anticipated/planned outcomes of the project. Applicants may also wish to describe the outcomes in terms of short-term and long-term enhancement for the individual, department, discipline, profession, and/or University. Instructions for the application packet are in Appendix 1.

Through supportive data, the committee will also consider whether the individual has or can obtain the necessary resources to pursue the project. This judgment will be based on the supportive data included with the application. In addition to completing the application, the following supportive data should be attached with documentation where possible.

Letters of support, departmental evaluation letter, and the Dean's Office confirmation, commitment, or verification of status must be current, that is, no older than 12 months prior to the beginning of the current fall semester.

- 2.3.1 The Departmental Committee evaluative letter should be included in the application and clearly state the value and relevance of the proposed project as per the competencies listed in 2.2.1 through 2.2.3. The Committee shall consist of a minimum of three tenured faculty members from the applicant's Department(s). If the necessary number of members cannot be fulfilled from the said Department(s), then tenured faculty from the same College can be appointed in consultation with the College's Dean. Departments may choose an existing committee or create a new committee for this purpose. For example, the Departmental Career Development (A328) Committee, or the Adjusted Load Committee might be used for this purpose.

Applicants will provide the application for Sabbatical Leave and the supporting documentation to the identified departmental committee on or before the date listed on page 2.

Upon review, the departmental committee will provide an evaluation of the applicant's objectives for the sabbatical leave, merits and likely outcomes of the proposed project, and the expected benefits of the sabbatical leave to the individual, department, discipline, profession, and/or university.

- 2.3.2 The appropriate Dean's Office will also confirm awareness of the applicant's intent and acknowledge any potential negative impact on that college by the intended leave by August 1st. If there is negative impact on a program, department, or college as a result of an applicant's or applicants' intended sabbatical, the Dean (or designee) will need to explain how the impact may be lessened or eliminated.
- 2.3.3 General Formatting and Content Guidelines may be found in Appendix 1 of this document.

3. Obligations of the Candidate

- 3.1 It is the candidate's responsibility to obtain the proper application form. Only one (1) application may be submitted. The candidate must send an "Intention to Apply" email to the Chair, Dean, and Senate Office time-stamped no later than 5 PM on the date posted above (see page 2).
- 3.2 Concurrently with 3.1, above, the candidate will give dated electronic notification of her/his intent to apply for sabbatical leave to the Department Chair/Head, Dean, and Senate Office. This notification should contain the following information: name, department, and length of leave requested including specific

semester(s) and year. A copy of this dated notification will be included with each copy of the application.

- 3.3 Candidates are expected to provide full documentation as required by this agreement and listed at the bottom of the application form. Detailed guidelines and formatting instructions can be found in Appendix 1.
- 3.5 It is the candidate's responsibility to ensure the arrival of his/her/their application in the Senate office in accordance with the contract deadline.
- 3.6 The candidate is to submit one printed and one digital copy submitted as a single Adobe PDF file. The electronic application should be identical to the printed one and the Chair of the Senate Sabbatical Leave Committee will communicate instructions for the submission of the digital copy by September 20th. The original application should bear original signatures in all forms and support letters.
- 3.7 Once an application has been submitted and the deadline has passed, NO modifications or additions can be made except as provided for in 1.5 above, or to remedy application errors unrelated to the project such as missing signatures.
- 3.8 The candidate may request feedback from the committee regarding the application after the committee's recommendations have been made. Feedback in the form of strengths and weaknesses of the proposal will be provided by the Chairperson to those applicants who request such feedback.

4. University Senate Committee Guidelines

- 4.1 All sabbatical leave communication with the candidate outside of Committee meetings will be conducted by the Sabbatical Leave Committee Chairperson.
- 4.2 No discussion of the candidate in relation to sabbatical leave will be conducted by any Committee member other than in Committee meetings.
- 4.3 Any Committee member has the right to abstain from discussion and voting on a candidate.
- 4.4 Committee members may not apply for a sabbatical leave.
- 4.5 All material submitted to the Committee will be handled in a confidential manner.
- 4.6 Each proposal shall be discussed by the primary reviewer, with assistance from the secondary reviewer. The two reviewers shall summarize the project goals, and give their assessments of the project with respect to the objectives of the project, and the three areas of outcomes listed in 2.2.1 through 2.2.3. After the discussion, all the participating committee members shall give their preliminary scores to the Committee. The Sabbatical Committee Chair will then lead a discussion on preliminary scores. After this discussion, all participating members will provide an anonymous individual final project score. After the highest and lowest scores

have been discarded, the mean of the remaining numerical ratings shall be assigned to each candidate as his/her/their Project Score. Projects that receive a score of less than 4 (four) are eliminated from further discussion and ranking; these projects will not be included on the recommendation list provided to the administration.

- 4.7 All proposals recommended by the committee shall be submitted to the President or designee. Information and comments describing the number of years employed at Rowan University, the objectives of the project, and the expected/possible outcomes of the project may accompany each applicant's name and recommendation ranking. The committee may choose to identify specific strengths of individual applications and add those comments in the information provided to the President.
- 4.8 The Committee will provide feedback to applicants whose applications are not recommended for funding after the committee's recommendations have been made to the administration.
- 4.9 The Committee will provide each candidate with a summary statement indicating the following information: The final Project Score, final ranking (if ranked), and feedback regarding the proposed work. All feedback shall be anonymous as to the source of the feedback. The purpose of the summary statement is to improve the project for subsequent applications, and can be included in future promotion applications.

5.0 Administration Guidelines

Upon receipt of the University Senate Committee's Recommendations and Comments, the Administration will grant sabbatical leave in Recommendation Rank order to all applications considered worthy within the anticipated institutional budgetary and resource constraints. The total number of sabbatical leaves in terms of total semester hours shall be determined by the Administration.

If the Administration chooses to grant sabbaticals in an order different from the recommendation order, the Administration will meet with the University Senate Sabbatical Leave Committee to discuss/explain the reasons for this variation.

6.0 Successful Applicants

While on Sabbatical Leave, sabbatical recipients are not permitted to serve on any University, Senate, or departmental committees. Sabbatical leave recipients may request to serve on committees (University, College, and/or Department) whose work will be completed before the start of the sabbatical leave or will begin after the recipient returns to service.

Upon completion of a sabbatical leave and return to regular duties, sabbatical recipients are required to submit a letter to their respective Dean of one to two pages describing their activities and accomplishments under the grant of the sabbatical leave. In particular,

the letter must include a discussion of any cases where the actual outcomes differed from the anticipated outcomes of the proposal. This letter shall be included in subsequent future sabbatical leave applications.

Departments and/or Colleges may also request other activities resulting from the applicant's sabbatical, such as providing workshops, presenting to faculty colleagues, or sharing the results of the sabbatical with other groups.

APPENDIX 1:

GENERAL CONTENT AND FORMMATTING GUIDELINES FOR APPLICANTS

The first purpose of this document is to assist faculty members in understanding the process by which sabbatical leave applications are evaluated and to provide a clear format for those applications that will present proposed projects in a clear and compelling way.

Guidelines for Preparation of Application

A sabbatical leave application need not be a lengthy document, but it must contain sufficient information for review committees and administrators to evaluate the merit of the proposal and the benefit it will have for the faculty member, the department, the discipline, the profession, and for the University.

The application will contain the following information:

A. Cover page (use application form) and Abstract

The Application Form will be the cover page for the Sabbatical Leave Application Packet. Immediately following the cover page should be an abstract.

1. An abstract (100 words or less) will be provided that is a nontechnical statement of purpose, work to be accomplished, and the institution(s) and location(s) where the work is to be performed.

B. Narrative body

A relatively brief narrative will follow the cover page and abstract. In that narrative, the details of the project will provide in more detail the purpose of the project, the work to be accomplished, the expected results, and the justification for the sabbatical request.

1. Purpose – In addition to a clear and concise statement of the applicant's objectives for the project, answer the questions: What is the nature and significance of the project? How does this project impact the applicant's "competency as a teacher and/or scholar?"
2. Work to be accomplished – Describe the work planned and how it is to be accomplished. Where will the work be done? And, why has that location been chosen? Identify any persons with whom you will affiliate and their expertise in the area(s) in which you plan to work. Include letters of invitation from collaborators and/or host institutions or agencies. What can you cite as evidence that you have the skills and background to accomplish your objectives? Include an estimated schedule for the major steps of the project.
3. Projected results - What tangible results will your project have? What form will the results take? How will you share your results with others (e.g., publication, exhibition, sharing of new pedagogical techniques or materials with peers)? Are there intangible results expected to result from the project? If so, what are they?

4. Justification - How does this project contribute to your own development as a teacher and/or scholar? Will it benefit your department, college, and/or the University? How? In what way does this project require a time commitment beyond that involved in the normal activities encompassed in teaching, research, scholarship, and service?

C. Supporting documents

1. A curriculum vita or biographical data sheet including a list of publications and professional activities.
2. Notification letter to Dean and Department Chair/Head: Dated copy of memo of intent to apply for Sabbatical Leave
3. Dean's Confirmation of Notice and Impact Statement
4. Departmental Committee Evaluation Letter
5. Summary of activities and accomplishments from prior Sabbatical Leaves (6.0, if applicable).
6. Additional information relevant to the application

Justifying Different Types of Projects

Various types of projects can be undertaken during the sabbatical leave. These include formal research projects, pedagogical projects, or other kinds of scholarly and creative projects.

A proposal for a pedagogical project in such areas as instructional scholarship, the development of new instructional resources, the acquisition of new techniques, the development of outreach programs, or alternative teaching experiences should show that the activity will have a major impact on education in the subject area. For example, proposal involving the writing and publication of a textbook should demonstrate that the book will be a substantial addition to any material currently available in published form.

In the case that sabbatical leave is being requested to pursue or complete an advanced degree, certification, or some other form of training, the description should include the name of institution from which the training is being sought as well as the title of the degree/certification/training. The narrative needs to describe the value of training to applicant as a scholar or teacher and the impact of such training on the department, college, and university.

Review and Evaluation Process

In general, reviewers at each level of review will seek answers to the following questions about each sabbatical leave application:

- Is the significance of the project established?
- Does the presentation show the reader how the goals will be accomplished?
- What is the likelihood that the project will be completed or nearly completed on schedule?

- Does the applicant have the skills and background to undertake the project or a plan to acquire these before the leave?
- Is the purpose of the project communicated clearly to non-specialists?
- To what degree is the sabbatical leave crucial to the completion of the project?
- Are the benefits of the proposed leave for the faculty member and for the University clearly articulated?

The most compelling sabbatical leave applications are the ones which provide answers to these questions in brief and clear prose.

Sabbatical Leave Report

Every faculty or staff member who is awarded a sabbatical leave is required to submit a written report to the Provost via his or her academic Dean, specifying what was accomplished during the leave. The report is to be submitted within two months of the return from leave. The Dean will send the report directly to the Provost, who will send a letter of acknowledgment to the faculty member with a copy to the Dean. The report will be included in future sabbatical leave applications.

Return to Service

Individuals who are granted sabbatical leaves are expected to return for a full contract year of service following the sabbatical leave.

APPENDIX 2
SABBATICAL LEAVE FORMS

FORM 15- DEAN'S CONFIRMATION OF NOTICE AND IMPACT STATEMENT

FORM 16- DEPARTMENTAL COMMITTEE EVALUATION LETTER

FORM 17- ROWAN UNIVERSITY SABBATICAL LEAVE APPLICATION

FORM 15
DEAN'S CONFIRMATION OF NOTICE AND IMPACT STATEMENT
SABBATICAL LEAVE APPLICATION

Sabbatical Leave Applicant _____

Academic Department _____

Academic College _____

Academic Dean _____

Requested duration of Sabbatical Leave:

_____ First Semester: September 20_____ -- December 20_____

_____ Second Semester: January 20_____ -- June 20_____

_____ Full Academic Year: September 20_____ -- June 20_____

_____ Chronological Year: January 20_____ -- December 20_____

Impact of requested sabbatical leave (check appropriate box):

- ☐ The College is aware of the application for sabbatical leave and is prepared to accommodate the requested leave.
- ☐ The College is aware of the application for sabbatical leave and believes the requested leave as proposed will have a negative impact on a program, department, and/or the college. If checked, please explain how the negative impact can be lessened or eliminated (e.g., changing the requested dates of sabbatical from full academic year to chronological year).

Dean (or Designee) Signature

Date

FORM 16
DEPARTMENTAL COMMITTEE EVALUATION LETTER
SABBATICAL LEAVE APPLICATION

Sabbatical Leave Applicant _____

Academic Department(s) _____

The Departmental Committee has reviewed the Application for Sabbatical Leave provided by the applicant listed above. The committee has evaluated the strengths of the application packet and the summary of that evaluation is provided. The specific areas reviewed are:

Objectives for the sabbatical leave (Are they reasonable, achievable, specific, and clear?)

Expected outcomes of the proposed project (Are the expected outcomes consistent with departmental criteria for Scholarly and Creative Activities? Are they consistent with the goals of the department?)

Benefits of the sabbatical leave to the individual, department, university, discipline, professional field, and/or broader communities (If the objectives are achieved, will the project benefit the individual as a teacher and/or scholar? Will it benefit the Department? Will it benefit the College? Will it benefit the University?)

Departmental Review Committee Members

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Applicants will provide the Application for Sabbatical Leave and supporting documentation to the Departmental Committee on or before the deadline specified on Page 2.

FORM 17
ROWAN UNIVERSITY SABBATICAL LEAVE APPLICATION

NAME: _____
Last First MI

Requested duration of Sabbatical:

_____ First Semester Only: September 20_____ December 20_____
_____ Second Semester Only: January 20_____ June 20_____
_____ Full Academic Year: September 20_____ June 20_____
_____ Chronological Year: January 20_____ December 20_____

Department(s): _____ **Date of Appointment to Rowan University:** ____/____/____

Hiatus in service at Rowan University (if applicable):

Have you ever had a Sabbatical Leave at Rowan University: (☐) No (☐) Yes

If YES, record the date range of Sabbatical Leave: ____/____/____ to ____/____/____

Provide the following information regarding your Sabbatical Leave:

- ☐ Cover Page with Abstract: Use this form as the cover page, completed and clearly labeled. Immediately following the cover page, attach an abstract of not more than 100 words as described in Appendix 1.
- ☐ Narrative Body: Purpose and Objectives, expected results, and justification as described in Appendix 1.
- ☐ Supporting Documents: Described in 2.3 of Contract and Guideline Interpretations and in Appendix 1.
- ☐ Current Curriculum Vitae
- ☐ Notification letter to Dean and Department Chair/Head: Dated copy of memo of intent to apply for Sabbatical Leave
- ☐ Dean's Confirmation of Notice and Impact Statement with original signature.
- ☐ Departmental Committee Evaluation Letter with original signatures.

Submit 1 Electronic (PDF or similar) & 1 Original Print Copy