

Sabbatical Review Process

The dates and steps of the review process are as follows:

1. Prior to October 15: The member shall consult with their department head/chair as they develop their Sabbatical Leave plan to be certain that the proposal is consistent with the goals and objectives of the unit.
2. On or before October 15: The member shall submit their application materials to their college/unit Sabbatical Review Committee and to their department head. The college/unit Sabbatical Review Committee shall inform the applicant of an incomplete application and the applicant shall have until November 1 to resubmit their application.
3. On or before November 15: The college/unit Sabbatical Review Committee and the department head independently review and evaluate the applications on the basis of their fulfillment of the purposes and eligibility for a sabbatical leave as listed in Sections 10.4A and 10.4B of this agreement. (The FSU/FFA, MEA-NEA Agreement expires June 30, 2013.) The committee and the department head may choose to not recommend an application on the basis of a lack of completeness or on the merit of the application relative to Section 10.4A. The committee and the department head then independently forward to the Dean a rank-ordered list of recommended applications and an unranked list of non-recommended applications. A written explanation for each non-recommended application shall also be forwarded to the Dean.
4. On or before December 1: The Dean reviews and evaluates the ranked and unranked applications and forwards both the ranked and unranked applications and forwards both the ranked and the unranked lists with comments as received from the college/unit Sabbatical Review Committee and may add additional comments concerning any application to the Provost/Vice President for Academic Affairs. The Provost/VPAA shall convene the University Sabbatical Review Committee and forward all college/unit rank ordered, recommended applications to this committee.
5. On or before January 15: The University Sabbatical Review Committee reviews and evaluates the applications. The committee then creates a single rank-ordered list from the rank-ordered college/unit recommended lists while maintaining the individual college/unit Sabbatical Leave Committees' rank-order. The committee shall forward these evaluations and a rank-ordered list to the Provost/VPAA.
6. On or before April 1: The Provost/VPAA reviews and evaluates all recommended, rank-ordered applications received from the University

Sabbatical Review Committee and all non-ranked, non-recommended applications received from the individual Deans and college/unit Sabbatical Review Committee. Following a discussion with the University Sabbatical Review Committee, the Provost/VPAA may delete any ranked application and/or add to the bottom of the rank-ordered list any non-recommended application. The Provost/VPAA forwards a list of Provost/VPAA approved applications in a rank order to the Board of Trustees for official action and funding. The Provost/VPAA shall notify all applicants as to the approval or rejection of their Sabbatical Leave Requests and the final disposition of their Sabbatical Leave Requests: Provost/VPAA approved and funded, Provost/VPAA approved but not funded, or Provost/VPAA not approved. All applications that are not approved or not funded must receive from the Provost/VPAA an explanation which shall include specific suggestions for an improved application.