

SABBATICAL LEAVE REVIEW PROCESS

Senate Resolutions #01-00/01 EX, #18-13/14

Deadlines for each stage of the application process are listed below.

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| Application due to Academic Personnel Services, Department Chair and College/Library Dean by the first Monday in October. | M | October 2, 2023 |
| Department's commentary regarding impact of the leave on the department due to the College or University Library Dean by the third Monday in October. <i>The department shall provide a statement to the appropriate administrator (Dean) regarding the possible <u>effect on the curriculum and operation of the department</u> should the employee be granted a sabbatical. (CBA 27.6)</i> | M | October 16, 2023 |
| University Library or College Dean's recommendation due to the Provost with reasons for approval or denial by first Monday in November. Copied to the Applicant. Professional Leave Committee's recommendations due to the Provost, with reasons for approval or denial by first Monday in November. Copied to the Applicant, the Chair of the applicant's department, and the Dean of the applicant's college. <i>The committee reviews sabbatical leave applications and considers questions related to the quality of the proposed sabbatical project. ...The committee shall forward all proposals to the appropriate administrator (Provost). These proposals shall be identified as "highly recommended," "recommended," or "not recommended." (HSU Faculty Handbook, Section 848)</i> | M | November 6, 2023 |
| Applicant's response to the Dean's recommendation due to the Provost by third Monday in November. (Note: response is not required.) Applicant's response to the recommendation of the Professional Leave Committee due to the Provost by third Monday in November. (Note: response is not required.) | M | November 20, 2023 |
| Provost's decision due to Applicant, with reasons for approval or denial, by the first Monday in December. If a sabbatical leave is granted, the decision shall include any conditions of such a leave. A copy of this decision shall be provided to the appropriate department, the Dean, and to the Professional Leave Committee. | M | December 4, 2023 |
| Applicant's request for reconsideration with supporting rationale due to the Provost within five working days from the first Monday in December. | M | December 11, 2023 |
| Provost's decision regarding reconsideration due to Applicant <u>within five working days from the date of submission of the request for reconsideration.</u> | | |