

SALARY AND LEAVES COMMITTEE

2018-19

PROCEDURES FOR PROCESSING SABBATICAL LEAVE APPLICATIONS

(Please refer to the attached calendar for the detailed timeline)

1. The Office of Instruction will review all applications for completeness. If an application is determined to be incomplete (required components not included with the proposal), the applicant shall be notified and will have an additional five (5) working days to submit any additionally requested information.
2. Complete applications are copied and distributed to all Committee members.
3. Committee members review and rate each complete application according to the appropriate criteria.
4. Committee members turn in a copy of the rating sheets for each applicant to the Committee chair for tabulation on the Summary Rating Sheets. Copies are to be returned to Committee members after tabulation. Chair provides each Committee member with a copy of the tabulated data on the Summary Rating Sheets. All rating sheets are confidential.
5. The Committee meets and confidentially discusses differences or variations in individual Committee member ratings, and each Committee member makes changes in his/her ratings, as deemed necessary.
6. The Committee identifies applications that are acceptable and those that are unacceptable.
7. Committee members shall rank only those proposals determined to be acceptable.
8. A confidential copy of the Summary Rating Sheets and the Summary Ranking Sheet will be placed on file in the Office of the Vice President of Instruction.
9. A list of acceptable applications, in ranked order, will be forwarded to the Board of Trustees.
10. The Committee shall send written notification to all applicants regarding the committee's recommendations.
11. The Board of Trustees shall take action on the ranked list of acceptable applications for sabbatical leaves no later than the second regular Board meeting following the submission of the list.
12. The Committee shall send written notification to each applicant regarding the action taken by the Board of Trustees.
13. The Committee takes necessary action for any changes in granted sabbaticals, i.e., cancellations, time or proposed activity changes, etc., with any substitutions to be made only before commencement of the leave period.
14. If coursework taken during the sabbatical leave will be used for salary schedule advancement, a Petition for Course Approval for all coursework must be submitted to the Salary and Leaves Committee in addition to the sabbatical leave application.