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DOC 2013- 02 Faculty Sabbatical Guidelines Revisions

University of Dayton. Faculty Affairs Committee

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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Faculty Sabbatical Guidelines Revisions

SUBMITTED BY: Faculty Affairs Committee

DATE: Approved: March 15, 2013

ACTION: Legislative Authority

REFERENCES: University of Dayton Faculty Policy & Governance Handbook: 4. Faculty Sabbatical Guidelines, pp. 125-127

DESCRIPTION OF PROPOSAL:

The University of Dayton Faculty Sabbatical Guidelines needs to be amended in four places because of an error, and unclear descriptions. The following revisions (bolded) are recommended:

Revision #1: Letter of invitation

Sabbatical Eligibility

Rationale: This revision is recommended to reflect current practice. The current version reflects past practice.

4. B. 1)

Current:

Junior faculty joining the faculty without credit toward the tenure clock typically come up for tenure review in Fall of their sixth year. If granted tenure approval by the President in January of their sixth academic year, they will receive a letter of sabbatical invitation in the Spring of their seventh academic year inviting them to apply for a sabbatical during their eighth, ninth, or tenth year at the University.

Proposed:

Junior faculty joining the faculty without credit toward the tenure clock typically come up for tenure review in Fall of their sixth year. If granted tenure approval by the President in January of their sixth academic year, they will receive a letter of sabbatical invitation in the Spring of their **sixth** academic year inviting them to apply for a sabbatical during their eighth, ninth or tenth year at the University.

Revision #2: Sabbatical starting dates

Sabbatical Periods, Plans, Appointments, Reports

Rationale: This revision is recommended to reflect the faculty contract starting date.

4. C. 1)

Current:

Term: Sabbatical leaves begin on either August 15 or January 1 of an academic year, and terminate on either the following December 31 or May 15 of the same academic year. Periods of summer recess preceding or following a period of sabbatical leave are not be deemed a formal part of the sabbatical period.

Proposed:

1) **Term:** Sabbatical leaves begin on either **August 16** or January 1 of an academic year, and terminate on either the following December 31 or May 15 of the same academic year. Periods of summer recess preceding or following a period of sabbatical leave are not be deemed a formal part of the sabbatical period.

Revision #3: Sabbatical report submission

Sabbatical Periods, Plans, Appointments, Reports

Rationale: This sentence has been interpreted in different ways and has led to some confusion. It does not reflect the clear description of the process for submitting a sabbatical plan that says that the plan proceeds from review and approval by the Review Committee and the Chair to the Dean, then to the Associate Provost. In handling the reports, some faculty--and units-- use the same process of review/approval by each level. But the sentence could be taken (and has been taken) to mean that faculty could satisfy the policy by the simultaneous submission of the report to all parties. The spirit of the document suggests that the reports should be reviewed and approved by the parties in sequential order.

4. C. 3)

Current:

Sabbatical Reports: Within thirty days of the start of the subsequent semester, the sabbatical recipient submits to the Departmental Sabbatical Review Committee, the Chair, the Dean, and the Associate Provost for Faculty and Administrative Affairs a summary report of his or her sabbatical work.

Proposed:

Sabbatical Reports: Within thirty days of the start of the subsequent semester, the sabbatical recipient submits to the Departmental Sabbatical Review Committee **and the**

Department Chairperson, a summary report of his or her sabbatical work. The Committee should offer feedback to the recipient and forward its feedback to the Chairperson. The Chairperson should provide feedback and send the report and the Committee and Chair feedback to the Dean. The Dean will forward the report and Committee and Chairperson feedback to the Associate Provost for Faculty and Administrative Affairs.

Revision #4: Sabbatical report deadline

Sabbatical Periods, Plans, Appointments, Reports

Rationale: There is sometimes confusion if persons taking a Spring sabbatical need to have their reports submitted 30 days after the start of the Summer term. They do not.

4. C. 3)

Current:

3) Sabbatical Reports: Within thirty days of the start of the subsequent semester, the sabbatical recipient submits to the Departmental Sabbatical Review Committee, the Chair, the Dean, and the Associate Provost for Faculty and Administrative Affairs a summary report of his or her sabbatical work.

Proposed:

3) Sabbatical Reports: Within thirty days of the start of the subsequent semester (**Fall or Spring semester**), the sabbatical recipient submits to the Departmental Sabbatical Review Committee, the Chair, the Dean, and the Associate Provost for Faculty and Administrative Affairs a summary report of his or her sabbatical work.

MOTION: The Faculty Affairs Committee recommends that the above four proposed revisions be made to the current Faculty Sabbatical Guidelines as stated in the Faculty Policy & Governance Handbook.