FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE SUB-COMMITTEE FOR APPLICATIONS

1. In evaluating sabbatical leave applicants, the first step will be the review of the statement of general purpose of each applicant.
   a. If questions are raised, the Committee will consult with the applicant and if necessary request a meeting. They may submit a written list of questions prior to the formal meeting.
   b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
   c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the recommendation to the Faculty Senate is “Unacceptable.”
   d. If the Faculty Senate denies the application, the applicant will be notified in writing and will be given reason for the disapproval.

2. When the statement of general purpose is acceptable, consideration will then be given to the specific objectives, the plan to achieve them and the documentation to be submitted on completion of the leave.
   a. When these are acceptable, the Committee shall forward the application to the Faculty Senate, with the recommendation of “Acceptable.”
   b. If questions are raised by members of the Committee, the Committee will consult with the applicant and may submit the questions in writing. A formal meeting may be set up with the applicant.
   c. At this Committee meeting, the applicant should present written clarifications and revisions.
   d. If there are still unresolved issues after this meeting, the Committee may inform the applicant in writing of the unresolved issues and set up a final meeting.
   e. After the final meeting, the Committee shall vote to accept or reject the application and make recommendations to the Faculty Senate accordingly.
The applicant shall be informed of the decision of the Faculty Senate. If the application is rejected, the applicant is to be informed of the reasons for the rejection in writing.

f. The final Faculty Senate recommendation will be communicated in writing to the appropriate dean, the Associate Superintendent of Instruction and Institutional Effectiveness and the applicant.

3. Applicants whose leaves have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).