FORMAL REVIEW PROCEDURES OF THE SABBATICAL LEAVE SUB-COMMITTEE FOR REPORT

The role of the Faculty Senate’s review of the sabbatical report is to verify that the objectives and activities proposed in the sabbatical request have been accomplished. If there have been revisions, the reason(s) for the approved modification(s) must be adequately explained. The approved alternative objectives and activities must be described and accomplished.

1. In reviewing sabbatical leave reports, the sub-committee will consider the following:
   • Adequate description of activities undertaken
   • Adequate description of how the activities undertaken are related to the attainment of the objectives
   • Comprehensiveness
   • Examples of pertinent materials
   • Clear description of research design and methods of investigation (if applicable)
   • Verification of coursework units completed
   • Substantiates conclusions, cites research or other sources of data.
   • Distinguishes between personal opinion, empirical results, research results, theory
   • Uses scholarly approach with attention to detail
   • Pages numbered consecutively
   • Title page
   • Copy of sabbatical application proposal
   • Statement of purpose
   • Table of contents (headings, listings, data, illustrations, etc.)
   • Summary statement includes value to college
2.

a. If questions are raised, the sub-committee will consult with the faculty member and, if necessary, request a meeting. They may submit a written list of concerns prior to the meeting.

b. At this meeting, the faculty member should present written clarifications/revisions of his/her report.

c. The sub-committee may then request further clarification or vote on acceptance of the report. If report is “Accepted” then that recommendation will be forwarded to the Faculty Senate for formal approval.

d. If further clarifications/revisions are necessary, further consultations and/or a meeting may be scheduled. The concerns should be communicated to the faculty member in writing before the next meeting. If after voting on acceptance, there are still concerns, the recommendation of “Not Accepted” will be forwarded to the Faculty Senate for formal action.

e. The final Faculty Senate recommendation will be forwarded to the faculty member, appropriate dean and Associate Superintendent of Instruction and Institutional Effectiveness. A report that is “Accepted” will have at the Faculty Senate President’s signature. A report that is “Not Accepted” will be forwarded without signature to the Associate Superintendent of Instruction and Institutional Effectiveness.