SABBATICAL LEAVES COMMITTEE PRELIMINARY REVIEW OF SABBATICAL LEAVE APPLICATIONS

Applications will be reviewed by a Sub-Committee of the Faculty Senate who will recommend one of the following:

- Acceptable for consideration.
- Acceptable with clarification.
- Unacceptable

Explanation of determinations:

Acceptable for consideration

The application is complete and clear, ready for consideration and evaluation by the Faculty Senate.

Acceptable with Clarification Needed

Editing and or proofreading is necessary, or missing information or explanation(s) should be added to enhance the Committee reader(s’) understanding of the proposed activity (ies) before consideration and evaluation by Faculty Senate.

Unacceptable

Application needs major revision before it can be given consideration by the Faculty Senate or applicant may not meet eligibility requirements. The Committee will establish deadline dates for receipt of applications in need of revision.

A notification letter will be sent to each applicant regarding the status of his/her application by the Faculty Senate.

If the Sub-committee recommendation is “clarification needed” or “unacceptable,” the applicant’s revisions will come to the Faculty Senate within a week of date of the notification letter.