

RECOMMENDED PROCEDURE

- Since sabbaticals will be awarded to the respective colleges, faculty members will apply to the Dean of the College and the college faculty and administration will manage the screening and selection process; a committee of elected faculty members be established in each college that will review applications and provide a prioritized list of recommendations to the Dean; these recommendations for sabbaticals will be based on criteria established in each college and will reflect the benefits of the sabbatical to the faculty member, college, and university.
- Absent a legitimate business reason, the Dean or Dean's representative shall make sabbatical appointments from the recommended list. Prior to making an appointment that is not from the committee's list, the Dean or Dean's representative shall consult with the committee.
- The faculty member's annual assignment and evaluation shall include and address work performed during the sabbatical leave. This portion of the evaluation shall be conducted in accordance with the expectations of work outlined in the approved sabbatical application.