

RESOLUTION REGARDING SABBATICAL LEAVE REVIEW PROCESS
(#07-96/97-FA)

WHEREAS, Humboldt State University has no defined appeal process for individuals who receive negative recommendations on their sabbatical leave applications; and

WHEREAS, Applicants for sabbatical leaves have no knowledge of recommendations made during the levels of the sabbatical leave review process and are therefore unable to respond to issues which may adversely affect disposition of their applications; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommends that by the first Monday in November the Professional Leave Committee's recommendations on applications for sabbatical leave be submitted to the Vice President for Academic Affairs for review, with a copy to applicants, including reasons for the recommendation; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that applicants be allowed seven (7) working days after receipt of the Professional Leave Committee's recommendation to forward a response to the Vice President for Academic Affairs; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the Vice President for Academic Affairs review all submitted materials and, by the third Monday in November, forward his/her recommendation for sabbatical leaves to the President, with a copy to applicants, including reasons for the recommendation; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that applicants be allowed seven (7) working days after receipt of the Vice President for Academic Affairs' recommendation to forward a response to the President; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that by the second Friday in December, and pursuant to CBA Article 27.8, the President respond in writing to applicants for sabbatical leaves, such response including the reason(s) for approval or denial of the sabbatical leave.

CBA Article 27.8:

Prior to making a final determination regarding the sabbatical leave and the conditions of such an approved leave, the President shall consider the recommendations made pursuant to provisions 27.5, 27.6, and 27.7 above. The President shall respond in writing to the applicant and such a response shall include the reason(s) for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected department and the Professional Leave Committee.



Office of the President

(in packet for Nov 2 mtg.)

October 19, 1999

Professor Bernadette Cheyne
Chair
Academic Senate
Humboldt State University
Arcata, CA 95521-8299

Dear Chair Cheyne:

I have received Vice President Stokes' recommendations regarding the sabbatical leave review process.

The process is approved as described in the Academic Senate Resolution #07-96/97-FA with the following revisions. First, please replace all occurrences of the word "Provost" with "Vice President for Academic Affairs." Secondly, the Professional Leave Committee's recommendations to the Vice President and concomitant notification to the applicants must include the reason(s) for denial or approval of the leave request.

Cordially,

Alistair W. McCrone
President
AWM:bjw

cc: Vice President Stokes

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