

RESOLUTION ON SABBATICAL LEAVE PROCEDURES AT HSU
(#17-97/98-EX)

WHEREAS, The recommending and awarding of sabbatical leaves require that a series of review steps entailing close coordination and timely accomplishment be taken by an elected committee of the General Faculty and also by appropriate administrators; and

WHEREAS, Though the processing of sabbatical leave applications typically is done in the office of the Vice President for Academic Affairs, the responsibility for making the annual call for sabbatical leave applications at HSU has fallen to the Professional Leave Committee, resulting in a procedure that is not well-defined; and

WHEREAS, Humboldt State University, having no formal policy on sabbatical leave application timelines, has been relying on an effective and workable sabbatical schedule informally established by the Professional Leave Committee; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend to the President that the following informal timelines currently used for the sabbatical leave application process be established as university policy:

1. Deadlines for the sabbatical leave application process shall be announced during the last week of April.
2. A second announcement shall be distributed during the first week of September.
3. Applications shall be due to the Office of the Vice President for Academic Affairs by the first Monday in October and will be forwarded immediately to the Professional Leave Committee. Late applications will not be accepted.
4. By the first Monday in November, the Professional Leave Committee will forward to the Vice President for Academic Affairs the results of its deliberations, including a statement outlining reasons for any nonrecommendations.
5. By the final instructional day prior to Thanksgiving break, the Vice President for Academic Affairs shall forward sabbatical leave recommendations to the President, with written notification to candidates.
6. By the last instructional day prior to final examinations in fall semester, the President will notify sabbatical leave candidates of his decisions; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that sabbatical leave application timelines be distributed annually by the Office of Academic Affairs; and be it further

RESOLVED: That the Senate recommend that the proposed sabbatical timelines be approved for Spring Semester 1998 implementation.