

**Humboldt State University
University Senate**

**Resolution on the Routing of Recommendation Letters from the
Professional Leave Committee**

#18-13/14-Professional Leave Committee – November 12, 2013 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President that recommendation letters from the Professional Leave Committee, currently copied only to the Provost and Vice-President for Academic Affairs, also be copied to the Chair of the applicant's department and to the Dean of the applicant's college; and be it further

RESOLVED: That this change will become effective for the 2014/2015 academic year.

RATIONALE: Currently, the original copies of the recommendation letters from the Professional Leave Committee are addressed to the applicants with copies sent to the Provost and Vice-President for Academic Affairs. However, both the Chair of the applicant's department and the Dean of the applicant's college write letters detailing the effect of the applicant's sabbatical leave on the department and the college, respectively, and the Deans often prioritize the sabbatical leave requests of all applicants from their respective college in the Deans' letters to the Provost and Vice-President for Academic Affairs, yet none of these prior "reviewers" of the applicant's proposed leave are informed of the recommendations of the Professional Leave Committee. The current members of the Professional Leave Committee propose that the recommendation letters from the Professional Leave Committee also be copied to the Chair of the applicant's department and to the Dean of the applicant's college.