

**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 – Second Reading Waived

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.

University Senate: 11/12/13, Passed unanimously

President Richmond: Approved, 12/05/13

Attachment #1 to Resolution #18-13/14-ProfLveComm
SABBATICAL LEAVE REVIEW PROCESS

Senate Resolution #01-00/01 EX
 Resolution approved, as revised, on October 18, 2000

Deadlines for each stage of the 2014/2015 application process are listed below.

Application due to Academic Personnel Services, Department Chair and College/Library Dean by the first Monday in October:	M	October 7, 2013
Department's commentary regarding impact of the leave on the department due to the College or University Library Dean by the third Monday in October. <i>The department shall provide a statement to the appropriate administrator (Dean) regarding the possible <u>effect on the curriculum and operation of the department</u> should the employee be granted a sabbatical. (CBA 27.6)</i>	M	October 21, 2013
University Library or College Dean's recommendation due to the Provost with reasons for approval or denial, by the first Monday in November. Copied to the Applicant. Professional Leave Committee's recommendations due to the Provost, with reasons for approval or denial, by the first Monday in November. Copied to the Applicant. <i>The committee reviews sabbatical leave applications and considers questions related to the quality of the proposed sabbatical project. ...The committee shall forward all proposals to the appropriate administrator (Provost). These proposals shall be identified as "highly recommended," "recommended," or "not recommended." (HSU Faculty Handbook, Section 848)</i>	M	November 4, 2013
Applicant's response to the Dean's recommendation due to the Provost within five working days from the first Monday in November. (Note: response is not required.) Applicant's response to the recommendation of the Professional Leave Committee due to the Provost within five working days from the first Monday in November. (Note: response is not required.)	T	November 12, 2013
Provost's decision due to Applicant, with reasons for approval or denial, by the first Monday in December. If a sabbatical leave is granted, the decision shall include any conditions of such a leave. A copy of this decision shall be provided to the appropriate department, the Dean, and to the Professional Leave Committee.	M	December 2, 2013
Applicant's request for reconsideration with supporting rationale due to the Provost within five working days from the first Monday in December.	M	December 9, 2013
Provost's decision regarding reconsideration due to Applicant <u>within five working days from the date of submission of the request for reconsideration.</u>		