

Seymour and Esther Padnos College of Engineering and Computing
School of Engineering

Proposed Process for Sabbatical Proposal Development and Review

1. Individual faculty are notified by April 15 each year if they are eligible to apply for a sabbatical.
2. Sabbatical proposals are due early in the fall semester (currently September 1) in the university sabbatical website (<http://www.gvsu.edu/sabbatical/>). Thus, during the preceding spring / summer semester a faculty member will complete the development of the sabbatical proposal. It is expected that the sabbatical proposal will, at minimum, meet the Objectives, Criteria and Format required by University policy, as outlined in the University Administrative Manual (Chapter 4, section 2.30). Support of sabbatical proposals by the University is not compulsory, and proposals are competitively evaluated across all Colleges in the University.
3. During the proposal creation phase and prior to the submission date, faculty members are encouraged to use the available resources within the School and those provided by the university to obtain appropriate and objective review of their proposals, including any of the following:
 - a. faculty members who have experience with completing successful sabbatical proposals
 - b. the faculty member's program curriculum committee
 - c. the School of Engineering program chairs
 - d. the Center for Scholarly and Creative Excellence (CSCE).

It is recommended that draft proposals be submitted for review a minimum of one month prior (even earlier is advised) to the proposal submission date to allow time for feedback.

4. Within one working day following the September 1 submission date, the sabbatical materials submitted will be distributed electronically for faculty review and a date for a department meeting will be set within seven working days.
5. At the meeting the School of Engineering faculty will review each sabbatical proposal and vote on the following motion:

"The faculty of the School of Engineering supports the sabbatical proposal of [faculty member]."

Following the meeting, and utilizing University protocol, the Director will provide written communication to the applicant that outlines the essence of the faculty discussion. The communication should reference the ways in which the proposal did or did not meet the criteria for sabbaticals. In the case of a non-unanimous decision, the communication should also contain a summary of the points raised by the dissenting voices. It is university policy that, in the event of non-support, a candidate may request consideration at the next level of review. Failure to receive support at two consecutive levels ends discussion of a proposal for that academic year. Consistent with this, in the event of a negative vote, the applicant may appeal to the College Personnel Committee within 3 working days of notification.

6. By September 15, the Director of the School of Engineering will forward all proposals that were supported by the faculty vote to the College Personnel Committee for review. At this point, no further revisions to the proposal are permitted.¹

7. The University review process will proceed as defined in the University Administrative Manual 2.30.4, with final approval and notification occurring by the end of the fall semester.
8. Applicants whose proposals were not supported can appeal using the process outlined in the University Administrative Manual.