

## School of CIS Sabbatical Policy

In the spirit that a sabbatical is an opportunity and a privilege, and there are limited resources, the following policy is intended to guide the proposal and evaluation process. This policy extends and supports the university's sabbatical policy.

It is the responsibility of the faculty member proposing a sabbatical to develop a well-planned proposal that will demonstrate how it will help improve the applicant's teaching, scholarly, or professional competence. The expectation is that a proposal be of similar quality as documents submitted for external review. The applicant should communicate often and early with all individuals involved in the process. There are numerous support resources available to help with that process, including the School Personnel Advisory Committee, School Director, and members of the College Personnel Committee.

Prior to submitting a proposal, if there are external collaborators involved, the applicant must provide evidence of support from the appropriate signature authority. Critical in the process is coordinating with the School Director to synthesize proposals and ensure adequate resources are available in the unit to support the proposal.

Proposals will be available for faculty review and discussion immediately following submission. The School Director will call for a unit evaluation of proposals. Faculty will classify proposals as 'recommended' or 'not recommended' and rank recommended proposals.

Proposals must be submitted by the university deadline. Votes by the unit will be held prior to the deadline for submission to college personnel committees. The process for voting on sabbatical proposals will use the unit personnel policy and procedures for who may vote and how valid votes are tabulated.