

To: Mathematics Department Tenure-Track Faculty
From: Jonathan Hodge, Chair
Re: Fall 2015 Sabbatical Review Process & Timeline
Date: May 21, 2015



The purpose of this memo is to share information regarding our department's review of sabbatical proposals for the 2016-2017 academic year. The process this year will be similar to that in previous years. However, due to changes in GVSU's review procedures, our department's review timeline will be compressed to meet university deadlines. Please note that the new university deadline for submitting sabbatical proposals is 11:59 p.m. on September 1, and proposals submitted after this deadline will not be considered.

1. The following faculty are currently eligible to apply for sabbatical:

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|-----------------|------------------|-----------------|-------------|
| • Char Beckmann | • Salim Haïdar | • Nancy Mack | • Pam Wells |
| • David Coffey | • Jon Hasenbank | • Jane Mays | |
| • Filiz Dogru | • Firas Hindeleh | • Karen Novotny | |
| • Brian Drake | • Jon Hodge | • Darren Parker | |

2. If you are considering applying for sabbatical, you are encouraged to solicit feedback from colleagues both within and outside the department. **By the time your proposal comes to the department, it should not need substantial revisions in order to be approved.** Please take advantage of opportunities to receive feedback throughout the summer. In particular:

- If you need help formulating your proposal or even simply brainstorming ideas, several of your colleagues are willing to help! Just e-mail me (hodgejo@gvsu.edu) with your request and I will connect you with an appropriate colleague.
- Former members of CLAS Faculty Development Committee are willing to pre-read and provide feedback on sabbatical proposals. If you are interested, please e-mail your proposal to Heather Van Wormer (Chair of FDC, vanwormh@gvsu.edu) by August 1.

3. Sabbatical proposals must be submitted **electronically** (via <http://gvsu.edu/sabbatical/>) by the **university deadline of 11:59 p.m. on Tuesday, September 1**. A template, along with guidelines for sabbatical proposals and examples of successful proposals, can be found on the same page.

4. Submitted proposals will be made available electronically, and all tenure-track faculty will have the opportunity to provide feedback to proposers via an online form. Feedback for each proposal will be shared, unedited, with the proposer. All feedback from department members is due by **3:00 p.m. on Monday, September 7**.

5. The Unit Head, in consultation with the Advisory Committee, will briefly summarize the feedback received for each proposal and share these summaries with all tenure-track faculty.

6. The Advisory Committee is willing to meet individually with any interested faculty member who desires additional formative feedback on her/his sabbatical proposal prior to its final submission. Such meetings will occur between **Wednesday, September 2** and **Friday, September 4**.

7. Proposers are encouraged to revise and resubmit their proposals based on the feedback received. Final proposals must be submitted by **9:00 a.m. on Thursday, September 10**. Once submitted, revised proposals will be available for further review by department members.

8. Voting on sabbatical proposals will begin at noon on **Thursday, September 10** and will end at noon on **Monday, September 14**. Voting will take place by secret ballot in the Mathematics Department office. Those who are unable to vote in person may register their votes via an e-mail sent to Sandee Snyder.

9. Per university guidelines, approved proposals will be forwarded to CLAS on September 15.