



## Sabbatical Proposal Unit Head Responsibilities

By September 1, applicants for a sabbatical leave shall electronically submit a completed proposal including all attachments via the sabbatical website. This completed proposal will then move through the review process.

When an applicant submits a sabbatical leave proposal, the Unit Head will receive an automated e-mail that indicates a proposal is ready for unit review. It is the Unit Head's responsibility to ensure that there is a unit-level discussion and vote of each proposal and to submit the results of each to the sabbatical website. The web-based sabbatical site will allow Unit Heads to share a common login and password with department faculty so all are able to view or download proposals for review and discussion. The Office of the Provost will send this login information by the first day of fall classes.

### Timeline

**September 1** – Applicants submit proposals to the sabbatical website. As soon as possible after this date, units and/or Colleges will provide feedback to the proposal author. This may be done via a unit meeting or a unit email discussion. After receiving the unit feedback, the candidate can revise the proposal. (See below “Amendments to a sabbatical proposal”)

**September 23** – Applicants must submit the revised proposal via the sabbatical website.

**September 23-30** – After reviewing the revised proposal, the Unit Head will call for a vote (which may be done electronically) on the proposal. The possible votes are: Recommend, Recommend with reservation, Do not recommend. All tenured and tenure-track faculty are eligible to vote.

**No later than September 30** – Unit Head writes a summary of the unit feedback and actions and submits the recommendation via the online sabbatical site. The online site allows Unit Heads to upload this document.

**Objectives and Criteria** – At each level of review, the proposals shall be evaluated with reference to the objectives and criteria found in the *Board of Trustees Policies* (<https://www.gvsu.edu/policies/>):

**Objectives** – The proposal shall conform to one or more of the objectives listed below:

- Promise of a significant contribution to a new or existing subject under study or problem undertaken.

- Expansion of skills that deepens or extends the applicant’s professional capabilities related to teaching (or for librarians, professional effectiveness), research or creative activity.
- A planned effort to retrain professionally, in a manner appropriate to the applicant’s discipline and the unit’s and university’s needs

**Criteria and Format** – The sabbatical request must address the following:

- A descriptive title for the project
- Goals and objectives
- Background and significance of project
- Relevant preparation
- Project plan
- Timeline
- Benefit to one’s own or other units
- Proposal not to exceed ten (10) pages
- Prior sabbatical report must be submitted (if applicable)
- A condensed Curriculum Vitae (not to exceed 5 pages)

**Amendments to a sabbatical proposal** – In its review, the unit may identify issues that are to be addressed, and request that the applicant make changes to the proposal.

In this case, the Unit Head must login to the sabbatical system using their individual login and password to request an “Amendment” to the proposal in the ‘Submit Decision’ box. This returns the proposal to the applicant for additional edits. When edits are complete, the applicant must resubmit the proposal (by September 23) for additional unit review and recommendation.

**Unit Recommendation** - The unit discussion must be complete and recommendation submitted via the sabbatical website **no later than 11:59 p.m. on September 30**. The Unit Head must provide a summary of the unit’s discussion including justification for the unit’s recommendation with vote results, in addition to verification that requested amendments have been made (See *Board of Trustees Policies* <https://www.gvsu.edu/policies/>).

The Unit Head must login to the sabbatical system using their individual login and password and enter the unit’s recommendation in the ‘Submit Decision’ box (approve, deny) along with the summary of the unit’s discussion. A PDF document may be uploaded to the system.

**Once a decision is entered at the unit level, no further modifications can be made to a sabbatical proposal.**

If you have questions about the sabbatical process, contact Mary Albrecht in the Office of the Provost.

If you have questions about sabbatical content, contact Robert Smart in the Center of Scholarly and Creative Excellence.