



To: Tenure Track Faculty in Mathematics Department
From: Esther Billings, Chair, Matt Boelkins and Jon Hasenbank, Assistant Chairs
Re: Sabbatical Eligibility for 24-25, Preparation, and Overview of Timeline ([link](#) to this memo)
Date: 5 May 2023

The purpose of this memo is to share information regarding sabbatical eligibility, preparation, and the overall timeline for the review of sabbatical proposals for the 24-25 academic year. The process this year will be similar to the process last year (and prior, pre-Covid19 years).

Eligible Faculty: There are 11 faculty eligible to apply for a sabbatical for the 24-25 AY: Rene Ardila, David Austin, Will Dickinson, Hope Gerson, Salim Haidar, Jon Hasenbank, Firas Hindeleh, Darren Parker, Shelly Smith, Robert Talbert, and Akalu Tefera.

Communication with Unit Head: Please let Esther know by June 5 (or sooner) whether or not you plan to apply for a sabbatical. Sabbatical applications are due by 9/1. It's fine if your answer is tentative - this information will help the leadership team (tentatively) plan the schedule/review process.

Information to Help you Prepare Your Sabbatical Proposal:

- **Template/Guidelines for Writing a Sabbatical:** For the most up-to-date information regarding sabbaticals, please go online to www.gvsu.edu/sabbatical. A template, along with [guidelines](#) for writing a clear, compelling sabbatical proposal and examples of successful proposals can be found at the [sabbatical](#) link above (under sabbatical eligibility menu) or [here](#).
- **Workshops:** The University Sabbatical Review Committee is hosting multiple informational workshops/Q&A sessions this spring/summer. Find more details and register IN [Sprout](#)
 - [Faculty Sabbatical Proposal Workshop: Two-hour, virtual workshop on preparing a successful sabbatical proposal.](#)
Wednesday, May 24, 2023 : 10:00 AM - 12:00 PM (Virtual)
 - [Faculty Sabbatical Proposal Workshop Q&A Session: One-hour, Q&A session on preparing a successful sabbatical proposal.](#)
Friday, June 2, 2023 : 11 am-12pm(Pew Grand Rapids Campus, DEV 502C - Amway Board Room)
Tuesday, June 6, 2023 : 1-2 pm(Allendale Campus, KC RM 2259)
Tuesday, June 13, 2023 : 11am- 12pm (Virtual)

Feedback: We encourage you to solicit feedback on your sabbatical proposal from colleagues both within and outside the department before the submission date of 9/1. 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 email me (billinge@gvsu.edu) with your request and I will connect you with an appropriate colleague.
- University Sabbatical Review Committee members are willing to pre-read and provide feedback on sabbatical proposals. You must submit your draft by July 1. Details about the pre-read consultation will be shared at the meetings. Email your proposal to csce@gvsu.edu and the office will pass on your proposal for the pre-read and feedback.

Submission Deadline: All applications for sabbatical leave must be submitted through the [electronic system](#) (MyApps) via the sabbatical website by the **university deadline of 11:59 p.m. on Thursday, September 1.**

Overview of Dates

<p>5/24/23 (10am-12pm virtual)</p> <p>6/2/23 (11-12 Pew Campus, DEV 502C) 6/6/23 (1-2pm Allendale Campus, KC 2259) 6/13/23 (11-12-Virtual)</p>	<p>University Sabbatical Review Committee hosts “Preparing a Successful Sabbatical Proposal”. <i>The first hour includes information about the sabbatical review process and tips for writing a successful proposal, with Q&A. In the second hour, participants may receive direct feedback from committee members to move their sabbatical proposal writing forward. Consider attending.</i></p> <p>June meetings include a recorded sabbatical information session(from 5/24) with live Q&A–watch the 1 hour overview in preparation of the meeting.</p> <p>For more details and to register see Sprout</p>
7/1/23	Optional: By this date, submit a proposal draft to University Sabbatical Review Committee and/or colleagues for feedback at: csce@gvsu.edu .
9/1/23 (11:59pm)	Proposals due and become available for review
<p>9/1 - 9/30/23</p> <p>9/23/23 (revised proposals due)</p> <p>9/27/23 Department Meeting</p> <p>9/30/23 (unit recommendations due)</p>	<p>Department Review: Advisory Committee (AC) reads proposals, meets with proposer and provides feedback; Department members read proposals and have the opportunity to provide feedback; Proposer incorporates feedback from department and revised proposal available for departmental members to review. If revisions are requested, the revised proposal must be submitted by the applicant to the sabbatical website, and the call for votes will be made after reviewing the revised proposal.</p> <p>Department meeting to discuss proposals and offer feedback identifying strengths and weaknesses of each proposal that will be used to create a rationale of support. The call for votes will be made after reviewing the revised proposal. TT faculty vote on each proposal: recommend, recommend with reservations, do not recommend. Votes of “recommend with reservation” or “do not recommend” should be accompanied with a rationale; final revised proposals uploaded into system and unit head reports vote and department rationale that includes, justification for unit’s recommendation, listing of proposal’s strengths/weaknesses from discipline perspective, vote results, and verification that request amendments were completed.</p>
9/30/22-11/15/22	University Sabbatical Review Committee review + vote
12/15/22	College Dean Recommendations due
1/31/23	Final decision from Provost