



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
Date: 16 August 2023

The purpose of this memo is to share information regarding our department's process and timeline for the review of sabbatical proposals for the 24-25 academic year. Of the 11 faculty eligible to apply for a sabbatical, at most four colleagues plan to submit proposals. Faculty were encouraged to solicit feedback on their proposals from colleagues as well as take advantage of pre-read feedback provided by the University Sabbatical Review Committee before submitting their proposals.

Overview of Dates and Review Process

9/1/23 (11:59pm)	Proposals due to CSCE Grants portal and become available for review
9/1 - 9/30/23	Departmental Review
9/15/23	<p><i>*Department member feedback due:</i> Department members read proposals and have the opportunity to provide feedback using this survey. If you have concerns about the proposal, you must provide feedback by 9/15).</p> <p><i>*Advisory Committee (AC) Feedback:</i> The AC carefully reads proposals, meets with the proposer and provides feedback.</p>
9/23/23 (revised proposals due)	<p><i>*Proposer has opportunity to revise:</i> The proposer incorporates feedback from the AC/department and their revised proposal is available for departmental members to review before the department meeting. If revisions are requested, revised proposals must be submitted by the applicant to the sabbatical website, and the call for votes will be made after reviewing revised proposals.</p>
9/27/23 Department Meeting and Vote	<p><i>*Department Meeting to discuss revised proposals based on initial feedback, offer feedback, and identify strengths and weaknesses of each proposal; this discussion will be used to create a rationale of support.</i></p> <p><i>*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.</i></p>
9/30/23 (Unit recommendations due)	Final revised proposals uploaded into MyApps system. 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 requested amendments were completed.
9/30/22-11/20/22	University Sabbatical Review Committee review + vote
12/15/22	College Dean Review and Recommendations due
1/31/23	Final decision from Provost

Departmental Review Process

1. Eligible faculty members submit sabbatical proposals electronically via the [CSCE Grants portal](#) by the **university deadline of 11:59 p.m. on Thursday, September 1**. A template, along with [guidelines](#) for writing a clear, compelling sabbatical proposal and examples of successful proposals can be found on Provost's website <https://www.gvsu.edu/sabbatical/>

2. Submitted proposals will be made available to all TT faculty through MyApps.

Unit login instructions (after 9/1)

- Go to the website: www.gvsu.edu/csce/grants/department (faculty must use this link to review unit sabbatical proposals)
- Log into the system using this information:
GVSU user name: MTH_Sab
Password: 2023*sab
- Unit faculty may view the proposal as submitted through the electronic sabbatical system. Faculty members do not have the ability to make changes or comments at this site. This is simply a way to review a proposal in an easy-to-access format before the unit-level discussion and vote.

Providing Feedback on Proposals:

3. **All tenure-track faculty should read and review each proposal.** If you have concerns or have suggestions to strengthen the proposal, you should submit written feedback via this online [survey](#): (<https://forms.gle/XwNHFrEwYKcYjGdMA>) no later than 9/15 so the proposer has time to revise. Please use the sabbatical proposal [guidelines](#) document to inform your feedback.

4. The Advisory Committee (AC) will break into subgroups, like our merit review process, and read and offer oral feedback to each proposer. AC members will meet with the proposer during a mutually convenient time (between Wednesday, September 6 and Monday, September 11) to discuss the proposal and offer feedback.

5. **Revised Proposals Uploaded by 9/23.** Proposers are encouraged to revise and resubmit their proposals, as relevant, based on the feedback received by their colleagues. Revisions must be uploaded by 9/23 so colleagues have time to review revisions. Proposers, please contact Esther when you are ready to upload an amended proposal; she will need to open the system for you.

6. **Wednesday, September 27th (1-1:50):** We will have a face to face TT department meeting to discuss the merits of the proposal, including strengths and weaknesses. This discussion will be used to form a rationale that the unit head must write and upload as part of the review process. *If you have concerns about the proposal, you should provide this feedback to the proposer with enough notice so they have time to address them (see steps 2-3 of the process).*

7. **Voting at 9/27 meeting by ballot.** Faculty will vote on each proposal to Recommend, Recommend w/ Reservations, or Do Not Recommend. If you vote to “recommend with reservations” or “do not recommend” you will be asked to provide your rationale so these concerns can be acknowledged in the unit’s rationale.

8. Per university guidelines, the unit vote and rationale along with a revised proposal (if needed) will be uploaded and available for review by the University Sabbatical Review Committee (USRC) by 9/30.

9. After the departmental review, the USRC will review the proposal and make a recommendation of either Recommend, Recommend with Reservation or Do Not Recommend by 11/20. The proposal will then pass through a review at the College (Dean) and Provost levels.

10. (*new this year*) The USRC can request a specific piece of information (e.g. letter of support) but that would be to supplement an existing proposal as part of their review process.

11. Faculty have three business days to appeal “Do Not Recommend” at any level. Contact Mary Albrecht (albrechtm@gvsu.edu) in the Provost Office and carbon copy Bob Smart (smartr@gvsu.edu).

Additional Information/Links related to the sabbatical process:

- [Sabbatical website](#)
- [Application Review Process](#)
- [Timetable for Review Process](#)
- [Unit Head Responsibilities](#)
- *Board of Trustees Policies* – [BOT 4.2.25](#) – Procedures for the Awarding of Sabbatical Leave