



To: Tenure Track Faculty in Mathematics Department
From: Esther Billings, Chair, Matt Boelkins and Jon Hasenbank, Assistant Chairs
Re: Sabbatical Eligibility for 23-24, Preparation, and Overview of Timeline ([link](#) to this memo)
Date: 2 May 2022

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 23-24 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 23-24 AY: Rene Ardila, Will Dickinson, Hope Gerson, Salim Haidar, Jon Hasenbank, Firas Hindeleh, Darren Parker, Taylor Short, Shelly Smith, Akalu Tefera, and Paul Yu.

Communication with Unit Head: Please let Esther know by June 3 (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.
- **Workshops:** The University Sabbatical Review Committee is hosting multiple virtual informational workshops/Q&A sessions this spring/summer. REGISTER IN [Sprout](#)
 - May 18 (10-12). "Preparing a Successful Sabbatical Proposal". *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.*
 - June 7 (1-2pm zoom) and June 16 (1-2pm zoom). Live Q&A session: Before attending, listen to the recorded sabbatical information session (from 5/18).

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 15. Details about the pre-read consultation will be shared at the 5-18-22 meeting about the process. Richard Lord and Bob Smart will conduct the pre-read consultations individually with faculty.

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

5/18/22 (10am-12pm zoom)	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>
6/7/22 (1-2pm zoom) 6/16/22 (1-2pm zoom)	Recorded sabbatical information session(from 5/18) with live Q&A REGISTER IN Sprout
7/15/22	By this date, submit a draft of your proposal to University Sabbatical Review Committee and/or colleagues for feedback.
9/1/22 (11:59pm)	Proposals due and available for review
9/1 - 9/30/22 9/23/22 (revised proposals due) 9/30/22 (unit recommendations due)	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. Department Meeting to discuss proposals and offer feedback identifying strengths and weaknesses of proposal that will be used to create a rationale of support. 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
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