



To: Tenure Track Faculty in Mathematics Department
From: Esther Billings, Chair, Matt Boelkins and Jon Hasenbank, Assistant Chairs
Re: Fall 2022 Sabbatical Review Process & Timeline
Date: 1 September 2022

The purpose of this memo is to share information regarding our department's process and timeline for the review of sabbatical proposals for the 23-24 academic year. The process this year will be similar to last year.

Overview of Dates

9/1/22	Proposals due and available for review
9/1/21-9/14/22	Advisory Committee (AC) reads proposals, meets with proposer and provides feedback
9/1-9/16/22	Department members read proposals and have the opportunity to provide written feedback via survey
By 9/23/22	Proposer incorporates feedback from department and revised proposal available for departmental members to review
9/28/22	Department Meeting: discuss proposals, offer feedback identifying strengths and weaknesses of proposal that will be used to create a rationale of support
9/29/22	Asynchronous faculty vote due (via qualtrics): recommend, recommend with reservations, do not recommend. Votes of recommend with reservation or do not recommend should be accompanied with a rationale
9/30/22	(final) revised proposals must be uploaded into system and unit head reports vote and department rationale
9/30/22-11/15/22	University Sabbatical Review Committee review + vote
11/15/22-12/15/22	Dean/College Review + vote
1/31/23	Final decision from Provost

Eligible Faculty: There were 11 faculty eligible to apply for a sabbatical for the 23-24 AY and the following colleagues plan to submit proposals: Taylor Short and Paul Yu.

Departmental Review Process

1. Faculty members must submit their 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 \(https://www.gvsu.edu/sabbatical/\)](https://www.gvsu.edu/sabbatical/)
2. Submitted proposals will be made available to all TT faculty through MyApps. To access proposals:

Unit login instructions

- 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: 2022*sab
- Unit faculty may 'View' the proposal as submitted through the electronic sabbaticalsystem. 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, please submit written feedback via this online [survey](https://forms.gle/1pkptrp3r8JsjCTo7): (<https://forms.gle/1pkptrp3r8JsjCTo7>) **no later than Friday, 9/16, noon** so the proposer has time to revise. The form also provides a place for you to identify strengths of the proposal. Please use this sabbatical proposal [guideline](#) document to inform your feedback.

Note: Taylor Short is on parental leave, so please only leave revision feedback that is substantive and would impact your vote. Multiple departmental members and University Sabbatical Review Committee members have provided feedback prior to him uploading his proposal for formal review.

4. The Advisory Committee (AC) typically breaks into subgroups, like our merit review process, but with only 2 proposals, the entire committee will read and offer the option for oral feedback to each proposer. AC members will meet with the proposer during a mutually convenient time (between Wednesday, September 7 and Wednesday, September 14) to discuss the proposal and offer feedback.
5. Proposers are encouraged to revise and resubmit their proposals based on the feedback received by their colleagues. **Revisions must be uploaded by 9/23** (university deadline). Colleagues will then have time to review revisions before our unit meeting. 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 28th (1-1:50)** we will have a TT department meeting to discuss the merits of the proposal, including strengths and weaknesses, and this discussion will help 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 that would prevent you from voting to recommend 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. Asynchronous voting, via a qualtrics survey, on each sabbatical proposal will begin 9/28 after the department meeting and will end Thursday, 9/29 at noon. Faculty will vote to either 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 September 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 11/15. The proposal will then pass through a review at the Dean and Provost levels.