

MEMORANDUM

TO: Amy Russell, Chair of Faculty Research and Development Committee;
Bob Smart, Executive Director, Center for Scholarly and Creative Excellence

FROM: Robert Hollister, Chair, FSBC

SUBJECT: Sabbatical Language

DATE: January 28, 2016

CC: Karen Gipson, Chair, ECS/UAS; Lisa Surman Haight, Senate Assistant

In the process of receiving updates from the Provost's Office on the number of sabbaticals awarded, it became apparent that there is no formal appeals policy for faculty denied a sabbatical.

Therefore, FSBC requests that the Research and Development committee develop a formal appeals process for faculty to follow and submit the proposed new policy to the Administrative Manual to UAS for comment prior to formal adoption.

The FSBC also requests that the committee consider providing bullet points for common reasons why proposals are not supported and place the bullet points somewhere on the Sabbatical webpage (<http://www.gvsu.edu/sabbatical/>).