

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Faculty Research and Development Committee

TOPIC: Deletion of FPPM section V.G Criteria of Evaluation of Sabbatical Applications;

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The Faculty Research and Development Committee has consistently received proposals for faculty sabbaticals, faculty connections, and faculty research and development grants that follow a variety of formats of presentation of required information and in some cases are missing required format elements such as correct cover page or sign off sheet. Thus, in committee discussions it was proposed that a centralized fillable and downloadable form located on an outside website, with the web link included in the FPPM would be the best way to provide applicants with an easier manner to access information required for application and applying for a sabbatical, faculty connection program, or research and development grant. Further, it was discussed that re-organization of the FPPM location of materials related to faculty sabbaticals and faculty connection programs into one overall section in the FPPM rather than having information located in multiple places would be beneficial to applicants. As such, revisions to FPPM language and location of material regarding leaves of absence (specifically sabbaticals and faculty connections programs) were undertaken.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

The following section of the FPPM was deleted:

I. Section VG Evaluation Criteria for Faculty Sabbaticals.

1) This section is now included in section V GG Leaves of Absence

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

These changes have streamlined the location of information regarding faculty sabbaticals and faculty connections programs into one centralized location in the FPPM rather than having information located in multiple areas providing a more concise and accessible manner of retrieving information for applicants. In addition, the development of a fillable application for each of the programs located on an external website will provide ease of access an application form including all required material to eliminate confusion as to what should be included in the application and to ensure that the applications received by applicants is consistent across submissions.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

G. EVALUATION GUIDELINES FOR SABBATICALS

The application and selection process for sabbatical leaves is outlined in Section III, GG. Leaves and Absences of this Faculty Policies and Procedures Manual. Notice in particular the following:-

Qualifications: Before beginning a sabbatical leave, a faculty member must be tenured with at least six years of full-time service at Longwood University and must have completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. An applicant cannot apply for a sabbatical and a faculty connection during the same year.

Time line: A completed application for sabbatical leave must be received by the chair of the Committee on Faculty Development by the first day of the Spring semester. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline at least 7 working days prior to the application deadline. Applicants will be notified by the third Monday of February whether a leave will be granted.

A sabbatical applicant must submit a proposal to the Committee on Faculty Development. The proposal must contain all of the sections described below.

Cover and Sign Off Sheets. The application must include the cover sheet and a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval found in Section V, E. Guidelines for Faculty Research and Development Grants of the FPPM.

Vita. An up to date vita must be submitted with the sabbatical application.

Previous Awards. If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate the outcome of any such award: Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

Goals. Describe project goals with attention to specificity, clarity, creativity, and originality. Describe your expectations for the completion of the project. If the project will not be completed during the sabbatical leave, explain how and when the project will be completed. Explain the value to you and your profession in terms of teaching, research, scholarship, and/or service. Clearly indicate which semester(s) you wish to take the sabbatical.

Justification for Sabbatical Leave. Explain why this project could not be undertaken in the course of normal university responsibilities. Benefit to Longwood. Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching and/or service. Include any additional information that the faculty member believes will support 276 his or her application, including the benefit to the faculty member in terms of professional development.

Style. Proposals should be clear and well-written.