

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 Development Committee

**TOPIC:** Change of Faculty Connections Deadline to align with Sabbatical Deadline

**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):

In Spring of 2023 an amendment to the Faculty Policies and Procedures Manual was made that changed the due date for faculty sabbaticals. This change was made in order to provide the department coordinators this necessary information (approved faculty leave) for generation of the following Fall course schedules. The language that was changed in the sabbatical leave section of the FPPM looks like this:

“Timeline: A completed application for sabbatical must be received by the chair of the Committee on Faculty Development by ~~the first day of Spring semester~~ October 1<sup>st</sup>”

This proposal would like to make the same modification to the Faculty Connections Program which affords a similar leave of absence for faculty who wish to collaborate with outside organizations.

**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):

b. Timeline. A completed application for faculty connections leave must be received by the chair of the Committee on Faculty Development by ~~the first day of spring semester~~ October 1st. 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~~ second Monday in December whether a leave will be granted.

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

To some extent this was mentioned in the background above, but the original goal was to avoid course deletions or modifications to faculty schedules after initial submission of Fall schedules. Having the above leave of absence information in hand prior to the January due date of Fall schedules will help accurately determine courses taught in a timely manner (eg. Citivae involvement of a department).

**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: