

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: Committee on Faculty Development

**TOPIC:** Timeline for 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): In the fall of 2021, the Provost and Vice President for Academic Affairs tasked the committee with reviewing the timeline for sabbatical applications. Currently, sabbatical applications are due to the committee by the first day of spring semester. Applicants are notified by the third Monday in February whether leave has been granted. The current schedule makes it difficult for departments to plan for the following academic year, especially for fall semester courses. The fall schedule of classes is due to the registrar prior to when notification are made and thus department scheduling committees cannot accurately plan teaching loads. By moving the date earlier, departments will have ample time to plan for the next academic year. Additionally, the work load for the committee and the VPAA will be broken up more evenly between the fall and spring semesters. The committee reviewed the current proposal and discussed a number of options. There was some concern that moving the sabbatical application due date to the fall semester would not allow faculty ample time to plan but after further discussion it was clear that most faculty are considering their sabbatical leave well in advance and this change would simply move the timeline to a few months earlier.

**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):

New Suggested changes to the FPPM below.

**b. 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 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 the deadline (at least 7 working days prior to the application deadline) Applicants will be notified by the ~~third~~ second Monday in ~~February~~ December whether a leave will be granted.

**c. Application Procedure:** A candidate for a sabbatical leave must submit a proposal to the Committee on Faculty Development. The proposal form for faculty sabbaticals is located on the Faculty Research and Development Committee website located here: <http://solomon.longwood.edu/offices--departments/faculty-development--research-committee/>

Any additional procedures or guidelines for proposals will be distributed by the Committee on Faculty Development within the first ~~five~~ two weeks of the fall semester and will also be available in the office of the Provost and Vice President for Academic Affairs (PVPAA).

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

The rationale for this change is to allow departments ample time to prepare for the following academic year when a faculty member will be granted leave.

**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:

Coversheet updated 9/2017