

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:** **FPPM policies on Sabbaticals, Connections, and Grants.**

**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 Committee on Faculty Development submitted changes to the policies in the FPPM last year regarding Sabbaticals, etc. The changes submitted inadvertently failed to change the wording of the FPPM in two locations that reflect the policy changes that were approved by the Senate last year.**

**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 2016-2017 FPPM stated in several places that faculty members were not eligible to receive sabbaticals/connections/grants if he or she failed to turn in a report describing the outcome of previous leaves or grants.**

**The Senate last year approved a policy change that correctly appears on page 161, “Faculty members who fail to submit a written report will not be eligible to receive further grants/awards/leaves until all previous reports have been submitted, and must wait one year before applying again once the backlog reports are received.”**

**Action required here: Change the text on page 162-163 (Section FF 2 d), and on page**

247 (A 6) to reflect changes approved by the Faculty Senate last year.

(1) Pages 162-163 of the current 2017-2018 FPPM incorrectly states: “Faculty members who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves.”

The above text should be changed to: “Faculty members who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves until all previous reports have been submitted, and must wait one year before applying again once the backlog reports are received.”

(2) Page 247 incorrectly states: “Faculty members who fail to submit such a written report will not be eligible to receive future grants.”

The above text should be changed to: “Faculty members who fail to submit a written report will not be eligible to receive future grants until all previous reports have been submitted, and must wait one year before applying again once the backlog reports are received.”

**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 correct two inadvertent mistakes included in the proposal approved by Faculty Senate last year.

**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