

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: Insertion of language to FPPM Section III. AA. Leaves of Absence

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): Language is added to section 1. Sabbatical Leave Program to clarify the tenure requirements for taking a sabbatical leave, and to change the deadline for sabbatical application.

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): A sentence at the end of **1. a. Eligibility** clarifies that the granting of sabbatical leave is contingent upon approval of tenure. In **1. c. Timeline**, the deadline for the completed application is moved to the first day of spring semester.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): Clarification was needed on the approval of sabbatical leaves for faculty who are applying for sabbatical during their sixth year and are concurrently applying for tenure and promotion.

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: _____

Final action(s) Taken:

Proposed wording: (page 133 and 134 of FPPM 2015-2016)

a. Eligibility. A sabbatical leave may be granted to a tenured faculty member who has completed not less than six years of full-time service with the University and who has completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. **Faculty are eligible to apply for a sabbatical during their sixth year while being reviewed for tenure, but all approved sabbatical leaves are contingent on approval of tenure decisions by the Board of Visitors.**

c. Timeline. A completed application for sabbatical leave must be received by the chair of the Committee on Faculty Development by ~~the Wednesday after Thanksgiving~~ **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 (~~no later than the Monday before Thanksgiving~~ **at least 7 working days prior to the application deadline**). Applicants will be notified by ~~the last Friday in January~~ **the third Monday of March** whether a leave will be granted.