



Office of the Provost and
Senior Vice President for Academic Affairs

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TO: Richard Koubek, President

FROM: Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs

Jacqueline E. Huntoon

DATE: April 21, 2022

SUBJECT: Senate Proposal 15-22

Attached is Senate proposal 15-22, "Proposed change to Senate Procedure 706.1.1 section 8 on timing of sabbatical applications," and a memo stating the Senate passed this proposal at their April 6, 2022 meeting. I have reviewed this memo and recommend approving this proposal.

I concur X do not concur with the provost's recommendation as stated in this memo.

Richard Koubek, President

4/22/22

Date



Michigan Tech

University Senate

DATE: April 11, 2022
TO: Richard Koubek, President
FROM: Sam Sweitz
University Senate President
SUBJECT: Proposal 15-22
COPIES: Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

At its meeting on April 6, 2022, the University Senate approved Proposal 15-22, "Proposed change to Senate Procedure 706.1.1 section 8 on timing of sabbatical applications". Feel free to contact me if you have any questions.

The University Senate of Michigan Technological University

Proposal 15-22

(Voting Units: Academic)

Proposed change to Senate Procedure 706.1.1 section 8 on timing of sabbatical applications.

Submitted by Dean's Council and the Office of the Provost

Presented by: The Administrative Policy Committee (version 3 Dec 2021)

Introduction: This proposal is to move the recommended target date for sabbatical leave proposals from March 15 to February 1.

Rationale: The current recommended deadline for sabbatical leave applications is March 15 for sabbatical leaves in the following academic year. In recent years final approvals have arrived at the end of April. This timeline makes it difficult to arrange replacement teaching for the following year. This will be even more pressing with the recent approval of sabbaticals for non-tenure-track faculty, who typically have higher teaching loads. The late decisions also burden faculty who plan to travel while on sabbatical, and need to make commitments to visit other institutions, arrange for housing and make other arrangements that are critical to a successful sabbatical leave.

Proposal: In Senate Procedure 706.1.1:

Replace:

“Applications received after March 15 will be less likely to be approved.”

with:

“Applications are a two-step process as follows where both steps are communications from the faculty applicant to their immediate supervisor:

1. An intent to apply in writing (for example, email) is required no later than the first-class day of the Spring Semester, and
2. Submission of the formal application has a deadline of February 1. Applications after February 1 will be less likely to be approved.
3. Applicants will be notified of a decision on their application by April 1st.”