




Office of the Provost and
Senior Vice President for Academic Affairs

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TO: Richard Koubek, President

FROM: Andrew Storer, Provost & Senior Vice President for Academic Affairs 

DATE: April 3, 2025

SUBJECT: Senate Proposal 10-25

Attached is Senate proposal 10-25, "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 March 27, 2025 meeting. I have reviewed this proposal and recommend approving this proposal.

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

Richard Koubek, President

Date



DATE: March 27, 2025
TO: Richard Koubek, President
FROM: Robert Hutchinson, University Senate President
SUBJECT: Proposal 10-25
COPIES: Andrew Storer, Provost & Senior VP for Academic Affairs

At its meeting on March 27, 2025, the University Senate approved Proposal 10-25, "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 10-25

(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: Administrative Policy Committee

Introduction:

This proposal is to move the recommended target date for instructional-track faculty and professors of practice sabbatical leave proposals from February 1 to October 15.

Rationale:

The current recommended deadline for all sabbatical leave applications is February 1 for sabbatical leaves in the following academic year. Beginning with the 2021-22 academic year instructional-track faculty (ITF) and professors of practice became eligible to apply for sabbatical leave. Due to the high teaching load of these faculty, an earlier deadline for these faculty is being requested so units have time to plan for covering the teaching needs for ITF and Professors of Practice whose sabbatical leaves are approved.

Proposal:

In Senate Procedure 706.1.1, section 8, update as noted in the following track-changes:

1. An intent to apply in writing (for example, email) is required no later than the first-class day of the Spring Semester of the academic year preceding submission of an application. ~~and~~
2. Submission of the formal application has a deadline of October 15 for ITF and Professors of Practice and February 1 for tenured faculty. Applications submitted after ~~February 1~~ the respective deadline dates ~~will be less likely to be approved.~~
3. Applicants will be notified of ~~the~~ decision on their application by December 31 for {ITF and Professors of Practice,} and April 1st for {tenured faculty}.

Clean Copy:

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2. Submission of the formal application has a deadline of October 15 for ITF and Professors of Practice and February 1 for tenured faculty. Applications submitted after the respective date will less likely be approved.
3. Applicants will be notified of a decision on their application by December 31 (ITF and Professors of Practice) and April 1st (tenured faculty).