Modification of Sabbatical Application Review Procedures

WHEREAS, under Article 8 of the UIS Faculty Personnel Policies, the UIS personnel policies regarding sabbatical application review procedures are in places unclear, internally contradictory, and inconsistent with University of Illinois guidelines;

WHEREAS, clarifying the sabbatical application review policies would increase the efficiency and transparency of the sabbatical application process and would clarify expectations for sabbatical applicants;

THEREFORE, BE IT RESOLVED THAT the University of Illinois at Springfield Campus Senate approve the following additions to Article 8, Section 1 of the UIS Faculty Personnel Policies:

ARTICLE 8

SABBATICAL LEAVE AND AWARDS

Section 1. Sabbatical Leave

C. Number of Sabbaticals
Normally, the number of sabbaticals awarded at approved for the campus in any academic year will be eight (8) or determined by a ratio of one (1) sabbatical leave to each twenty (20) full-time faculty members.

...  

e E. Campus Sabbatical and Awards Committee  

The Campus Sabbatical and Awards Committee (CSAC) shall review and evaluate sabbatical proposals and nominations for campus-level awards. This excludes University level awards or programs such as the University Scholars Awards or awards offered by campus sub-units such as Colleges or Institutes. The CSAC will judge qualifying sabbatical proposals solely on the academic merit of the proposal and the prospect of successful completion.

F. Process for Sabbaticals  

1. Applications for sabbatical leave, which will comprise no more than five pages of explanation and be accompanied by a Department recommendation, shall be sent to the dean of the College in which the faculty member is principally assigned. The Dean shall review each application and forward those he/she is recommending with all applications, along with her/his assessment—ranking of those recommended for approval, and a rationale for those not recommended for approval—to the Campus Sabbatical and Awards Committee according to the schedule established in the Campus Academic Personnel Calendar.

2. The CSAC will review and evaluate the proposals to ensure that they fall within the purposes and uses as specified in Section 1(B) of this Article, rejecting those that do not.

3. The CSAC will numerically rank-order the remaining applications based solely on the purposes and uses specified in Section 1(B) academic merit of the proposal,
the prospect of successful completion, and the clarity of the application materials, and will provide written recommendations to the Vice Chancellor for Academic Affairs with a copy to the faculty member.

4. The Vice Chancellor for Academic Affairs shall then review the Committee's recommendation and report and make his/her recommendation to the Chancellor based on the provisions set forth above. A copy of her/his recommendation regarding each applicant will be sent to that faculty member.

5. The Chancellor shall review all materials generated in the evaluation process and formulate a final recommendation concerning sabbaticals, based on the provisions set forth above. The Chancellor shall notify the applicants of her/his recommendation and the reasons for it in writing, with a copy to the Vice Chancellor for Academic Affairs, the Dean, the CSAC chair, the Department, and the Personnel File by the last day of classes of the fall semester.