Sabbatical Notification and Reporting Motion
From Faculty Council and Professional Development Committee

Rationale

Approval Notification  Currently, the handbook indicates that sabbatical applicants will be notified of approval by December 1. Approval of sabbaticals requires the concurrence of the Board of Trustees. The Board typically meets in October and January. Sabbatical proposals are due October 1. It is difficult for the Professional Development Committee to make its recommendations to the Board before the October Board meeting. We propose that sabbatical applicants continue to be notified of the Committee’s recommendation by December 1, but that notification of final approval be made by February 1 so that the Board can make its decisions at the January Board meeting.

Sabbatical Reports  The handbook specifies that sabbatical recipients submit a written report to the Professional Development Committee and suggest a time and format for a report to the faculty. No oral report to the faculty is officially required by the handbook. According to tradition, sabbatical recipients have given reports in Faculty Forum. We believe that oral reports to the faculty are desirable and recommend that the handbook reflect the expectation that they be given.

We also have a tradition of posting written sabbatical reports on the provost’s web page. Some faculty have expressed concern about these reports being visible to people outside of Westmont, and so have not had their reports posted. We are working on creating a page that requires a Westmont identification for logging in, so recommend that the handbook indicate that written reports will be posted there.

Motion
To alter sections 2.5.1.1.c) of the Faculty Handbook in order to update policy relating to sabbatical approval notification and sabbatical reporting.

Current language:
2.5.1.1.c) Procedures:
1) Applications should be submitted to the Provost before October 1 for sabbatical leave during the following academic year. All requests for sabbaticals must be approved by the Professional Development Committee with the concurrence of the President and the Board of Trustees. Applicants will be notified of decisions before December 1. If the number of applications exceeds the allotment for a given year, priority in awarding sabbaticals will be made on the basis of the significance of the proposed project to the professional development of the individual and to the College as determined by the Professional Development Committee.

2) Within three months of concluding a leave, the recipient will submit a report to the Professional Development Committee on activities and achievements while on leave, including a suggested time and format for a report to the faculty.

Proposed language (deletions stricken, additions in bold).
c) Procedures:
1) Applications should be submitted to the Provost before October 1 for sabbatical leave during the following academic year. All requests for sabbaticals must be approved by the Professional Development Committee with the concurrence of the Provost, President and the Board of Trustees. Applicants will be notified of decisions the Professional Development Committee’s recommendation before December 1. Notification of approval by the Provost, President, and the Board of Trustees will come by February 1.  If the number of applications exceeds the allotment for a given year, priority in awarding sabbaticals will be made on the basis of the significance of the proposed project to the professional development of the individual and to the College as determined by the Professional Development Committee.

2) Within three months of concluding a leave, the recipient will submit a report to the Professional Development Committee on activities and achievements while on leave, including a suggested time and format for a report to the faculty. Reports will be posted on the Provost’s web page (accessible only to viewers with a Westmont login identification). Each sabbatical recipient will give an oral report to the faculty in the year following the sabbatical.