**Sabbatical Leave Committee / Procedures – Fall 2018 ‘White Paper’**

1. **Return and Report** **Receptions**

Sometime early this Fall (and Spring), returning Sabbatical recipients will have a ‘report back’ opportunity to share their research/work with the college community. Faculty members interested in applying for 2019-20 sabbatical are especially encouraged to attend.

Per Contract (8.6.H.), final reports are due within six months of faculty member’s return to duty. These receptions occur after reports are due (fall ‘returners’ report early following fall, spring returners report early following spring). Reception dates and location forthcoming.

1. **Deadline** for Sabbatical applications is noon Thursday, November 1st, per Contract (8.6.E.).
2. **Technical Review Group and Info Sessions**

Applicants interested in feedback can submit drafts to the Technical Review Group, who will vet proposals to see how well they match the criteria within contract. Deadline is Tuesday, October 9th.

This year info sessions will be held the following dates:

* 1:00-2:00pm Tuesday September 11th
* 12:00-1:00pm Wednesday September 12th
* 1:00-2:00pm Thursday September 20th

Interested applicants may also contact Nathan Bowen and schedule appointments.

1. **‘Process’ Suggestions from 2017 Sabbatical Leave Committee**

* include stronger language for relating to your department and discipline.
* logistics (where are you doing this, what materials, on campus or off campus)
* qualifications - letters of support might be useful

Recommendation to AS Council: proposed inclusion of these items in ‘Rubric for Draft Proposals’ (for Technical Review Group), p. 11. (Sabbatical Leave Committee rubric follows contract)

1. **Board of Trustees Approval and beyond**

Recipients are approved by BOT typically in January. Spring orientation for outgoing sabbaticals will take place along with ‘Report Back Reception’.