

## **Minutes of the CAS Sabbatical Awards Committee Meeting of September 12, 2014**

**Present:** John Bell (JB), Rick Essner (RE), Krzysztof Jarosz (KJ), Faith Liebl (FL), Ed Navarre (EN), Junvie Pailden (JP), and Johanna Schmitz (JS)

### **I. Call to order**

The meeting was called to order at 2:00 p.m.

### **II. Announcements**

1. The Faculty Senate and Provost have approved a revised version of the sabbatical leave policy, which was given to each committee member
2. The committee has received 23 sabbatical applications. JS provided a list to committee members which included applicant names, departments, and a brief description of their proposed activity. The deadline to submit the committee's recommendations to the Dean's office is October 17<sup>th</sup>, 2015.

### **II. Discussion**

- JS pointed out that the revised sabbatical leave policy requires that departmental committees review applications. She indicated that a letter from the chair would be sufficient as long as it included a discussion of the role of the committee in the process.
- JS expressed concern that the revised sabbatical leave policy neglects to mention the CAS Sabbatical Awards Committee. Discussion ensued regarding the role of the committee in the sabbatical approval process. JS indicated she would check with Denise Cobb.
- JS indicated that she has submitted a sabbatical proposal and will recuse herself during deliberations regarding her proposal.
- We discussed several possible review procedures and decided that each committee member would review and rank 6 or 7 proposals on a scale of 1 to 3. This approach ensures that each proposal will be reviewed by 2 committee members. In addition, each member is expected to read all of the proposals. The committee will meet in approximately two weeks to discuss proposals.

### **III. Adjournment**

The meeting adjourned at 3:00 p.m.

Submitted by R. Essner