

Sabbatical Application Committee Review Form

FROM THE [SDSU POLICY FILE \(pp. 153-155\)](#):

1. Department or school committees

- a. “Department or school committees composed of tenured faculty members elected by the probationary and tenured faculty shall review sabbatical applications”. “A faculty unit employee applying for a sabbatical shall not serve on these committees.”
- b. “The department or school committee shall recommend and rank the applications submitted by probationary and tenured faculty.” “The committees shall consider questions related to the quality of the proposed sabbatical application and time since last difference-in-pay leave or sabbatical leave.”
- c. “The department or school committee shall ‘not recommend’ for sabbatical leave an applicant whose application it judges not worthy on the basis of academic merit.”
 - i. A department or school committee recommendation to not approve the sabbatical shall only be due to the lack of academic merit of the sabbatical application, not due to the applicant’s scholarship productivity nor the impact on department or school teaching and/or service loads.
 - ii. In the case of a ‘not recommend’, “the applicant shall be allowed to alter the application to meet the unit’s criteria”.
- d. Chairs / directors “**may** make an independent recommendation.” “The department or school shall provide a statement to the dean of the college regarding the possible effect on the curriculum and the operation of the department or school if the applicant is granted a sabbatical.” However, operational impact is not a criteria for evaluation.

2. College committees

- a. “The probationary and tenured faculty members of each college shall elect a college committee of tenured faculty by methods determined by the college faculty.”
- b. “The committee shall recommend and rank the applications from the college, taking into consideration department or school recommendations. Both considerations of academic merit and time since last difference-in-pay leave or sabbatical leave shall determine the ranking.
- c. The college committees may also “not recommend” applicants for sabbatical leaves if they judge the applications not worthy.” Refer to 1c(i) for clarification.
- d. “The college committee shall forward the recommendations and rankings to the dean of the college.”

			<i>Department / school committees use this column</i>	<i>College committees use this column</i>
APPLICANT LAST NAME	Quality of the proposed sabbatical	Date of last sabbatical or difference-in-pay leave	Department / school ranking [Use “NR” for not recommended]	College ranking [Use “NR” for not recommended]