

Senate Recommendation to the Associate Provost

Originating Body: Faculty Senate

Originator: Senator Anita Brown

Date Submitted: 12/19/2025

Requested Effective Date: 2/2/2026

Recommendation:

The Faculty Senate requests that the Associate Provost (or an appropriate designee) updates the Faculty Handbook in accordance with the attached motion on changing the final decision dates for sabbaticals.

The requested effective date of 2/2/2026 is to avoid interfering with the current cycle of sabbatical applications.

Date Approved by the Faculty Senate: 12/9/2025

David Keifer

President, Faculty Senate

12/19/2025

Date

Action Taken by Associate Provost

Date: _____

☒ Recommendation Accepted

☐ Recommendation Not Accepted*

☐ Recommendation returned to the Originating Body for further review (see attached)

Disposition for Approved Recommendation:

☐ President

☐ VP Student Affairs

☐ Faculty Senate President

☐ VP Finance

☐ Consortium Chair

☐ School Deans

☐ Webmaster

☐ Graduate Council

☐ Catalogue Editor

☐ Provost Council

Jessica Clark

Associate Provost

12/19/2025

Date

SALISBURY UNIVERSITY FACULTY SENATE MOTION

Submit this form to the Faculty Senate President

SUBJECT: Announcing Sabbatical Decisions Earlier

SENATOR PROPOSING MOTION: Anita Brown

SENATOR SECONDING MOTION: Thomas Lamey

MOTION (this section alone will be recorded in the minutes):

Item 3 of the Procedures section in the Sabbatical Leave for Faculty and Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services in Chapter 3: Faculty Leave of the SU Faculty Handbook shall be altered as shown below.

3. Applications for sabbatical or professional and/or research leave are recommended or not recommended or recommended for resubmission by the Provost and approved or disapproved by the President of the University by ~~January 31~~ January 15 for fall sabbatical leaves and ~~August 31~~ June 15 for spring sabbatical leaves. The President of the University then notifies applicants, their chair/director/supervisor, and their dean. The Provost may recommend an application for resubmission when the number of applications results in worthy sabbatical applications being denied. These applicants should be encouraged to apply again.

JUSTIFICATION:

The current notification dates for sabbaticals (January 31 for fall leaves and August 31 for spring leaves) make it difficult for departments/schools, and the faculty applicant to appropriately schedule.

Department chairs/schools often must have created the schedule for the upcoming semester without knowing if the faculty applicant will be on sabbatical or not. For example, schedules for the upcoming fall semester are often completed in January but sabbatical applications for the upcoming fall semester are not announced until Jan 31. Hence department chairs/school directors often must actually juggle multiple plans so that if it turns out a faculty member is awarded a sabbatical, the schedule may be adjusted. If sabbatical awards could be known before schedules are prepared in January, the workload of department chairs/school directors might be slightly improved.

The proposed earlier announcement dates for awarding of sabbaticals will provide more planning time for department chairs/school directors as well as for the faculty members applying for sabbaticals.

ANTICIPATED IMPACT:

Negative:

The Provost and the President will have less time to make decisions regarding sabbaticals.

If, as in past, when financial shortfalls cause the Provost or President to propose to limit the number of sabbaticals awarded, it could be that sabbatical announcements have been made before the financial shortfall is known.

Positive:

Department chairs/school directors will more likely know whether a faculty member will be on sabbatical during a semester when they are planning and submitting schedules for that semester. Faculty members applying for sabbatical leave will also know earlier whether they will be awarded a sabbatical and hence have more planning time.

Is this a recommendation to the Provost? Yes __X__

No ____

Is this a recommendation to someone else? No ____

Yes, to __ the SU President _____

VOTE: Number of Senators Present:

Motion Passes or Fails: