

MEMORANDUM

TO: Fort Wayne Senate

FROM: Jeffrey Nowak, Chair
Senate Executive Committee

DATE: 09/25/2025

SUBJ: Amendments to the Sabbatical Policy SD 22-7

WHEREAS, the current sabbatical policy specified in SD 22-7 assumes the existence of a Professional Development Subcommittee which has since ceased to exist (due to the April 2024 revision of the Bylaws, see SD 23-30); and

WHEREAS, the duties of the Professional Development Subcommittee in terms of reviewing sabbatical applications have been assumed by the Faculty Affairs Committee; and

WHEREAS, it has placed an undue burden on the reviewing committee to write detailed and individualized explanations for rejected applications when applicants failed to follow applicable guidelines; and

WHEREAS, a similar document to the present one (SD 24-21) was placed before the Senate in AY 2024-25 but expired before it could be considered;

BE IT RESOLVED, that the Fort Wayne Senate approves of the proposed amendments as shown in the color-coded text below.

“Before being evaluated by the ~~Professional Development Subcommittee~~ Faculty Affairs Committee, applications for sabbatical leave must have been reviewed to ensure that the applications meet the guidelines specified in this document by appropriate administrators (chair/dean or director). A departmental or division faculty committee (e.g., the Promotion and Tenure or Personnel Committee) must make a written recommendation about sabbatical applications to the appropriate administrator at that level, which must factor into ~~PDS’s~~ the Faculty Affairs Committee’s evaluation process. The administrator will consider this recommendation in his or her own recommendation that is forwarded to the next level.”

“The ~~Professional Development Subcommittee~~ Faculty Affairs Committee is responsible for recommendations to the Vice Chancellor for Academic Affairs regarding sabbatical leave applications. The ~~Professional Development Subcommittee~~ Faculty Affairs Committee should follow only this document and department criteria in evaluating sabbatical applications.”

“**PDS** The Faculty Affairs Committee operates as an independent faculty committee. The Vice Chancellor for Academic Affairs makes final decisions regarding sabbatical leave applications. Process questions should be brought to Faculty Affairs Committee for guidance. Denied applications should be given clear and individualized explanations, which may be brief in cases where the application instructions were not followed, for the rejection of their applications with an opportunity to respond.” (SD 22-7, pp. 1–2)