

MEMORANDUM OF RESOLUTION

TO: J. Johns, Chair  
Faculty Affairs Committee

FROM: J. Nowak, Chair  
Executive Committee

DATE: October 31, 2025

SUBJ: Re: Request to Faculty Affairs Committee for Revisions to Sabbatical Applications Review Process

The Senate Executive Committee requests that the Faculty Affairs Committee sends a formal proposal to the Executive Committee concerning ways to improve the efficiency and efficacy of the sabbatical applications review process by the document deadline for the March 2026 Senate meeting (i.e., February 20, 2026 at 3:00 PM). This proposal shall include the text of any potential Bylaws amendments or amendments to relevant Senate documents (e.g., SD 22-7, SD 23-6) necessary to effectuate its proposed changes. Potential avenues to explore might include:

- 1) adding new members to the Faculty Affairs Committee;
- 2) sharing the responsibility of reviewing sabbatical applications with another Senate committee or subcommittee;
- 3) recreating the Professional Development Subcommittee; or
- 4) some combination of these options or anything else that the Faculty Affairs Committee believes would ease the process of reviewing sabbatical applications and writing formal recommendations to the Provost.

The Executive Committee would also request a detailed description of the process by which the Faculty Affairs Committee currently handles sabbatical applications (e.g., how individuals are assigned to review particular applications, how the sabbatical rubric is applied, how recommendations are written). This information may be included as a Senate reference in a future Senate agenda in order to improve the transparency of the sabbatical application review process.

Please do not hesitate to contact us if you have any questions about this document.

**Approved**  
C. Gurgur  
J. McHann  
J. Nowak  
E. Ohlander

**Opposed**

**Abstention**

**Absent**

**Non-Voting**  
C. Ortsey