

MEMORANDUM

TO Jeffrey Nowak, Chair
Senate EC

FROM: Jay Johns, Chair
Campus FAC

DATE: 02/20/2026

SUBJ: Request to Reinstate the Professional Development Subcommittee

WHEREAS, in [SR25-7](#), Campus FAC was charged with improving the efficiency and efficacy of the sabbatical applications review process; and

WHEREAS, our proposal is to reinstate the Professional Development Subcommittee; and

WHEREAS, in the Fall semester of the 2025-2026 Academic Year, an ad-hoc subcommittee was approved to review and provide recommendations on Sabbatical Reviews, and

WHEREAS, it is the opinion of the Campus FAC that the execution of the Sabbatical Review subcommittee was a great success, and the reinstatement of the Professional Development Subcommittee would replicate this success along with the bandwidth to review grant applications;

BE IT RESOLVED, that the Senate approve the reinstatement of the Professional Development subcommittee.

Executive Summary:

Campus FAC is tasked with providing a recommendation for improving the Sabbatical Review process. The Senate Executive Committee provided a few suggestions within [SR25-7](#), regarding improving the efficiency and efficacy of the sabbatical application review process.

FAC reviewed the proposed options, including:

- Increase FAC committee membership
- Redistribution of sabbatical review responsibilities through another committee or subcommittee structure
- Reinstatement of a Professional Development Subcommittee
- Other potential process improvements.

The official proposal from FAC is to reinstate the Professional Development subcommittee.

History of Sabbatical Reviews:

Historically, Sabbatical Reviews (among other tasks) were handled through the Professional Development Subcommittee. In 2024, the PFW Faculty Senate Constitution and Bylaws were overhauled, and several committees and subcommittees were merged or removed. The Professional Development Subcommittee was merged with the FAC.

During the 2024–2025 academic year, it became apparent that the new FAC workload was not sustainable for the long term. Due to tasks such as, (but is not limited to), Promotion and Tenure (P&T) procedure reviews, evaluation of Summer Research Grants for junior and senior faculty, Collaborative Research Grants, and Sabbatical leave requests the FAC were meeting nearly every week to stay on top of the workload.

Present Date - The 2025-2026 Academic Year:

This academic year, understanding the FAC workload from the 2024-2025 Academic Year, and FAC being short two members (one seat was not filled, the other had a Sabbatical during the Fall 2025 semester) an ad-hoc committee was formed consisting of members with prior experience conducting sabbatical reviews. After the ad-hoc committee submitted its recommendations to Campus FAC, it disbanded in accordance with its charge.

Proposed Bylaw Changes:

B. THE FACULTY AFFAIRS COMMITTEE (FAC)

1. Membership. The Faculty Affairs Committee shall consist of nine (9) members, namely,

III.B.1.1. two (2) ex-officio members:

III.B.1.1.1. the Chief Academic Officer;

III.B.1.1.2. the Director of the Center for the Enhancement of Learning and Teaching; and

III.B.1.2. seven (7) members of the Teaching Faculty, elected in such manner that at least five of the major units shall be represented.

2. Special regulations

III.B.2.1. Unless the Director of the Center for the Enhancement of Learning and Teaching is a member of the Teaching Faculty, they shall participate only in matters concerning teaching (grants, awards, training) as per Section 3.2 below.

III.B.2.2. During their term on the committee, its Faculty members shall be eligible to submit grant proposals and sabbatical leave requests but must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal and resign in case they submit a sabbatical application (see Section I.B.4.2.2).

III.B.2.3. Only members of the Voting Faculty are permitted to debate and vote on sabbatical leave application recommendations.

3. Responsibilities

III.B.3.1. Constitutional Charges. The Faculty Affairs Committee shall exercise powers and responsibilities as specified in the Constitution, Subsection VI.B.3.e, and

III.B.3.1.1. *set policies through joint effort concerning:*

III.B.3.1.1.1. *the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the Faculty; and*

III.B.3.1.2. *make formal recommendations through established processes of consultation before the University reaches decisions concerning:*

III.B.3.1.2.1. *the screening and selecting of academic and chief academic or administrative officers.*

III.B.3.2. Additional Responsibilities. In carrying out its responsibilities, the Faculty Affairs Committee shall also be concerned with, but not limited to,

III.B.3.2.1. setting policies through joint effort and overseeing procedures relating to the professional development of the Faculty, including:

III.B.3.2.1.1. research and teaching grants;

III.B.3.2.1.2. research and teaching awards;

III.B.3.2.1.3. applications for sabbatical leaves;

III.B.3.2.1.4. general research policies; and

III.B.3.2.1.5. helping to provide opportunities for all persons who hold academic appointment at PFW for their professional growth in teaching, research, and/or creative endeavor;

III.B.3.2.2. setting policy through joint effort and in consultation with the Information Subcommittee concerning academic priorities, policies, and procedures for Helmke Library, its collections, facilities, operations, and other educational and research support facilities and aids;

III.B.3.2.3. making formal recommendations before, and exercising the right to review after, the University reaches decisions concerning

accreditation activities or other matters that pertain to the Faculty, its powers and responsibilities; and

III.B.3.2.4. the morale of the Faculty and its associate members, both as defined in Constitution, collectively and as individuals.

III.B.3.3. Subcommittees. In order to exercise more effectively its rights and responsibilities, the Faculty Affairs Committee shall establish ~~one subcommittee~~ two subcommittees:

III.B.3.3.1. the Promotion and Tenure Subcommittee.

III.B.3.3.2. the Professional Development Subcommittee

4. The Promotion and Tenure Subcommittee (also known as the “Campus Committee”)

III.B.4.1. Membership. The Promotion and Tenure Subcommittee shall have the membership established in Senate Documents SD 14-36 and SD 19-13, subsections 2.5.2 and 2.6.2, respectively.

III.B.4.2. Responsibilities. The Promotion and Tenure Subcommittee shall have the responsibilities and follow the procedures established in Senate Documents SD 14- 36 and SD 19-13.

5. The Professional Development Subcommittee

III.B.5.1. **Membership:** The Professional Development Subcommittee shall consist of the Chief Academic Officer or their designee. (Nonvoting), who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and

III.B.5.1.1. seven members of the Voting Faculty and lecturers elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same Major Unit.

III.B.5.2. **Responsibilities:** The Professional Development Subcommittee shall oversee and recommend policies and procedures relating to the professional development of the Faculty, including grants (for example: summer research grants, international travel grants, etc.), and sabbatical leaves, and other awards as needed.

III.B.5.2.1. Upon review of grant/sabbatical submissions, this committee will make formal recommendations to the Chief Academic Officer of PFW.

III.B.5.2.2. When reviewing Sabbatical submissions, the Professional Development Subcommittee shall have the responsibilities and follow the procedures established in Senate Documents SD 23-6 and SD 22-7.

III.B.5.3. **Special regulations:** During their term on the committee, its Faculty members shall be eligible to submit grant proposals and sabbatical leave requests but must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal and resign in case they submit a sabbatical application (see Section I.B.4.2.2)

III.B.5.3.1. Only members of the Voting Faculty are permitted to debate and vote on sabbatical leave application recommendations