

## Section 23 Professional Leave Committee

### **23.1 Duties.**

The Professional Leave Committee reviews, evaluates, and prioritizes faculty requests for sabbatical and professional development leave.

### **23.2 Membership.**

The committee will consist of seven (7) members, to be chosen to two year terms according to ARTICLE III Section 2 of the Bylaws. The President of the Faculty Senate is responsible for ensuring that the membership of the Professional Leave Committee is representative and has the right to correct any perceived imbalance on the committee. (Amended April 2024)

23.2.1 If a current member is applying for leave, the member must resign from the committee by the Friday of the first full week of classes in the Fall semester.

23.2.2 A committee member can not vote on a proposal the member has voted at another level.

23.2.3 The committee may aid applicants by, and only by, an announced workshop, but in no case shall members be advocates for their principal academic subdivision's applicants.

### **23.3 Reporting Relationship.**

The committee is responsible to the President of Senate and works in conjunction with the Vice President for Academic Affairs.

23.3.1 Faculty members submit their requests to the Vice President for Academic Affairs, who will forward requests to the Professional Leave committee for their review.

23.3.2 The Professional Leave committee will review, evaluate, and prioritize the requests. After the Professional Leave committee has determined their priorities, they will forward their recommendations to the President of the Senate and Vice President for Academic Affairs.

23.4. The deadline for submission for all leave proposals is established by the Academic Calendar.

23.5 The committee meets as needed to meet the deadline dates established in the Academic Calendar.