

MEMORANDUM

TO: Fort Wayne Senate Executive Committee  
FROM: Andrew Downs  
Professional Development Subcommittee  
DATE: April 7, 2017  
SUBJ: Amendment to Sabbatical Leaves Document (SD 06-14)

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WHEREAS, SD 06-14 requires directors/chairs/deans forward the recommendations of department or division faculty committees regarding sabbatical proposals to PDS; and

WHEREAS, PDS has found instances of departments failing to follow their own policies of having a committee review sabbatical proposals; and

WHEREAS, PDS has found instances of directors/chairs/deans failing to forward recommendations of department or division faculty committees regarding sabbatical proposals to PDS; and

WHEREAS, all sabbatical proposals are reviewed at a minimum of three levels; and

WHEREAS, PDS does not believe that a sabbatical proposal with scholarly, creative, or pedagogical merit should be denied due to a department or administrative omission; and

WHEREAS, PDS has consistently recommended that sabbatical proposals with scholarly, creative, or pedagogical merit be approved in spite of omissions by departments and administrators;

BE IT RESOLVED, That the PDS recommends SD 06-14 be amended as follows.

Before being evaluated by the Professional Development Subcommittee, 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). Where possible, it is considered desirable that relevant departmental or division faculty committees (e.g., the Promotion and Tenure or Personnel Committee) make a written recommendation about sabbatical applications to the appropriate administrator at that level. The administrator will **consider** ~~forward~~ this recommendation **in** ~~along with~~ his or her own recommendation **that is forwarded** to the next level.