



Proposal Process

- I. by September 15th, HR notifies faculty**
 - A. Faculty submits draft to supervisor by November 15th**
 - 1. January 5th faculty submits any revisions**
 - a. January 25th Faculty submits final draft to HR**
 - (1) Sabbatical Leave Committee reviews**
 - (a) Faculty makes any revisions within 1-2 weeks**
 - i) March 24th Committee work finishes, reports recommendations to HR**
 - (1) President reviews Committee's recommendations**
 - (a) April Board Meeting Final Decision is made**
 - i) HR informs faculty member of decision**
 - (1) Faculty member signs promisory note to return**

On Leave Process

- I. Faculty meets with committee member facilitator**
 - A. activities of leave**
 - 1. documentation of activites (artifacts) for evaluation of leave**
 - a. any changes with committee member facilitator**
 - (1) committee member facilitator as needed**

Returning from Leave

- I. HR sends welcome back letter, reminder of committment to final report**
 - A. completes final report**
 - 1. for committee member facilitator's review**
 - a. includes all documentation (artifacts) for evaluation**
 - (1) Facilitator reviews in writing**
 - (a) Sends review to HR and Sabbatical Leave for Vote**
 - i) HR congratulates faculty on successful leave**
 - (1) faculty member may be asked to present at....**
 - (a) CTE workshop**
 - (b) Board of Trustee Meeting**
 - (c) Department or Program Meetings**