Minutes

Faculty Affairs Committee

**December 7th, 2016**

6:00 p.m.

1 East Concourse Conference Room, Bone Student Center

**Members Attending:** Mary Dyck, John Baur, Michaelene Cox, Jihad Qaddour, Hannah Picciola, Marie Dawson, Cassandra Mattoon

**Not Present:** Febin Chirayath

**Guests:** Susan Kalter

**Call to order: 6:03**

**Approval of minutes:** Minutes from 11/09/2016 were approved.

**3.2.8 Sabbatical Policy**

Is there a way that summer sabbaticals can be taken? There is nothing in the revised policy that relates to being able to take it during the summer. This would be beneficial to those with a 12-month contract. A faculty member with a 12-month contract would have to take a six-month sabbatical. Would it be read as a semester?

Taken from Dallas Long email to Susan Kalter: “As you might know, Milner's tenure-track and tenured faculty are on 12-month appointments.  Sabbatical leave that corresponds with the summer semesters or is only for summer semesters would be far more accommodating to for our faculty for various reasons. This is a somewhat common option for library faculty at other institutions, and our faculty cite the lack of this option as one of the barriers to applying for leave. (We have not a faculty member apply for a sabbatical leave since 2002.)”

Ask Dallas if he has policy language from other institutions to suggest that we could incorporate into our revision. Would also be good for Sam to address due to his knowledge on the subject, and whether the policy should be the same for administrators. Should it be six-months or 12-months? Administrative sabbaticals are treated as a leave.

Procedures:

d: After four years, you can apply for a sabbatical.

There is a limit on the number of sabbaticals that can be taken in a year. It is currently 1/25. Is there priority for if you have deferred in the past. They pool them centrally and it is not distributed by department, it is across the university. It depends on who is applying.

They must count the two-semester people as one? And the one semester people as half? Or else the numbers in this year’s sabbatical report to the Board would make no sense. The language may need to be changed in the policy so that people can understand more clearly.

The number of the sabbatical leaves we have would not be able to equal everyone getting one every seven years. There is a risk pool, a certain amount of sabbatical approvals available.

Board of Trustees were asking questions about sabbaticals and some seemed skeptical whether there should still be sabbaticals at school. Ultimately, such matters are the decision of the Academic Senate or Faculty Caucus, and thus the President has the final say rather than the Board.

Before taking the sabbatical, you must prepare a proposal for what you intend on working on. After a sabbatical, you are supposed to prepare a report as evidence that your sabbatical was productive. If it was not productive, your next sabbatical can be denied. In some’s experience, there is no feedback for the report.

Would be helpful for Provost Jan Murphy and Sam to come to a meeting. Give them a choice of dates to see when they are available.

**Integrity in Research and Scholarly Activities**

We need to make more changes to the draft that we have. Kathy Spence may want to come to a meeting. There are few meetings left this year, so we need to make sure that it is necessary. See if someone can take the notes from the previous minutes that can make those changes to the draft. Baur has volunteered.

**Next Semester’s Plan**

- Chair responsibilities: Michaelene will be Chair

- Secretary: Febin will be Secretary for second semester

- Add to Task List Sabbatical Policy (especially as concerns Milner faculty)

- DP and UP policies

**Adjourned: 6:54**

Submitted by, Hannah Picciola