

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 2.4.1

Revised: August 14, 2017

2. The school dean will consider the request and forward the proposal with a personal recommendation to the Sabbatical & Leaves Committee by October 15. A school dean may forward a request for a personal sabbatical directly to the Sabbatical & Leaves Committee. If a faculty member and school dean from the same school wish to submit proposals, they should be submitted through the vice president of academic affairs who will forward them to the Sabbatical and Leaves Committee.
3. The Sabbatical & Leaves Committee will consider and rank in priority order all requests and will forward a recommendation to the vice president of academic affairs by November 15.
4. The vice president of academic affairs will consider the recommendation from the Sabbatical & Leaves Committee and will forward the recommendations to the president of the university. The president will present the recommendation to the Academic Affairs Committee of the Board of Trustees for action at the April meeting.
5. The Board of Trustees may agree to the proposed sabbatical, may postpone action to a later meeting, may defer action to the following academic year, or may reject the proposed sabbatical. The vice president of academic affairs will notify the faculty member of the Board's action. Budget and personnel planning will begin for the release of any faculty member granted a sabbatical.

Upon completion of the sabbatical, a written narrative, including an abstract of any research completed, will be presented to the school dean and to the vice president of academic affairs. The narrative must be done during the academic year following the sabbatical leave. The faculty member will also make a