Faculty Excellence Committee
Sabbatical Procedures

Using criteria and standards which are uniformly applied and which fully comply with EEOC principles of evaluation, the Sabbaticals Committee evaluates and makes funding recommendations to the provost following procedures developed by the committee.

A. Each academic year the committee:
   o Develops guidelines for the submission and for the evaluation of sabbatical proposals in conjunction with the Office of the Provost.
   o Solicits applications for sabbaticals by the distribution of a formal request for proposals to the faculty. This request will include information on eligibility, criteria, application procedure, and evaluation procedures. Sabbatical applications will be distributed to qualifying faculty no later than the first Monday of October, with applications due the fourth Monday of October. The annual Sabbaticals Roundtable Symposium featuring previous recipients will take place no later than two weeks prior to the application due date.
   o Interviews sabbatical applicants before fall break. Each candidate will receive approximately 15 minutes to speak to the committee, with approximately 5 minutes for Q & A.
   o Reviews and evaluates each proposal based on the published criteria in the faculty manual.
   o Forwards evaluations with accompanying justifications to the Provost. In the event that the Provost disagrees with the evaluations of the Sabbaticals Committee, the committee will meet with the Provost in an effort to resolve the disagreement. If no agreement is reached, the Provost will make the final decision.

B. Sabbaticals recipients are required to submit a report to both the Sabbaticals Committee and the office of the Provost, within 90 days after the end of the sabbatical. These reports will be kept on file in the Office of the Provost and will be available to all members of The Citadel. Moreover, the committee will request that faculty members receiving sabbaticals update their curricula vitae on the school website.

C. A person requesting a sabbatical cannot serve on the committee. In the event that the spouse, a relative, or another person with a close affiliation to a committee member submits a proposal, the member will resign and request to be replaced by the Faculty Senate.
D. Deliberations of the committee and discussions of sabbatical proposals are confidential. Proposal information is treated in accordance with the requirements of Public Law 93-579, the Privacy Act of 1974. Except for summarized data which do not contain individual identifiers of any kind, information provided by the faculty member for publication in the Directory of Faculty Scholarly Activities, and reports to The Citadel administration to support funding recommendations, the privacy of applications is protected at all times.

**Autonomy**

To ensure the efficiency and quality of committee work, the committee is granted a degree of autonomy over its own operations. Upon receiving a request from another college body, the committee will vote to accept or reject the request. A request for information can be rejected for the following reasons:

1. The request is unclear; the committee chair will ask the requesting body to clarify any ambiguities and resubmit the request.
2. The committee's workload is currently too great to perform the task in the requested timeframe; the chair will return the request and suggest a date for resubmittal.
3. The task falls outside the scope or sphere of interest of the committee; the chair will ask the requesting body to either submit the request to another committee or (if the task falls within the scope of more than one committee) divide the task between the committees.
4. The committee does not have the resources or the authority to complete the task; the chair will explain which parts of the task cannot be completed, and the requesting body may resubmit a modified request.