

**DEPARTMENT OF MARKETING
SABBATICAL LEAVE POLICY
(Approved April 17, 2012)**

It is the right, the responsibility and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the department policy statement is to ensure meaningful participation by department faculties and, procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This policy statement is one means by which the faculty of this department makes recommendations to Western.

In accordance with the Sabbatical Leave Policy, as set forth in the appropriate article of the agreement between Western Michigan University and the W.M.U. AAUP Chapter, hereafter referred to as the Agreement, the Department of Marketing, College of Business, has adopted the following Sabbatical Leave Policy procedures.

SECTION 1: ELIGIBILITY FOR SABBATICAL LEAVE

As stated in the appropriate article of the Agreement – Article 26.

SECTION 2: REQUIREMENTS FOR SABBATICAL LEAVE

As stated in the appropriate article of the Agreement - Article 26.

SECTION 3: SELECTION OF DEPARTMENT REVIEW COMMITTEE

Election of the DSC (Department Sabbatical Committee) shall consist of the following procedures:

1. Faculty members desiring to be considered for a sabbatical leave must notify the Department Chair; not later than the Friday after Labor Day of the year preceding the fiscal year which the applicant wants as leave.
2. After receiving notification of those faculty members desiring to be considered for a sabbatical leave, it is recommended that the Department Chair prepare a ballot for all tenure or tenure-track faculty members.
3. The ballot will be distributed to all department tenure and tenure-track faculty members. A faculty member who has applied for sabbatical leave is eligible to vote but is not eligible to be a member of the Sabbatical Leave Committee. The faculty member shall return, to the Department Chair, his/her ballot within three working days.
4. It is recommended that the ballots be tallied by two or more tenure or tenure-track faculty members. The three faculty members with the greatest number of votes shall be elected to the DSC. In the event of a tie, a second election will be held for tied candidates only.

SECTION 4: EVALUATIVE CRITERIA FOR SABBATICAL LEAVE

As stated in the appropriate article of the Agreement - Article 26.

SECTION 5: PROCEDURES OF THE DSC

The DSC shall evaluate the faculty being considered for sabbatical leave. A majority positive vote is required to be recommended for sabbatical leave. An abstention shall be considered as a non-positive vote. The DSC shall communicate their recommendation in priority order to the Department Chair.

SECTION 6: RELEVANT MATERIALS

It shall be the right and responsibility of the faculty member under consideration for sabbatical leave to provide the DSC with the written material required by the Agreement and Office of the Provost.

SECTION 7: APPEALS

In cases where the DSC does not recommend a sabbatical leave, the faculty member may request a meeting with the DSC for the purpose of clarification of previously submitted material and to present additional relevant information.

Such a request shall be made in writing to the Chair of the DSC. Within three working days after the receipt of the request, the DSC Chair shall reconvene the DSC Committee. A majority positive vote is required to be recommended for a sabbatical leave. An abstention shall be considered as a non-positive vote. If approved, the Chair of the DSC shall communicate the recommendation to the Department Chair.

SECTION 8: TIMETABLE

Applications and proposals must be filed with the department in accordance to the timetable contained in the current Agreement.

The Department Chair shall convene the DSC within two working days following September 15. At the first meeting, the DSC will elect one of their members as a Chair. The Committee shall complete their deliberation within three working days.

Notification of the action of the DSC shall be given to the eligible faculty member within two working days after completion and recommendation of the DSC.

If there is an affirmative appeal action, the Chair of the DSC shall forward the DSC's recommendation to the Department Chair. This recommendation shall be forwarded in accordance with the appropriate article in the Agreement.

SECTION 9: FUNDING AND DURATION

As stated in the appropriate article of the Agreement – Article 26.

SECTION 10: AMMENDMENTS

Any amendments to this Sabbatical Leave policy must be approved by a two-thirds favorable vote of tenure-track faculty members in the Department of Marketing.