2015 SIDE LETTER OF UNDERSTANDING

SABBATICAL APPLICATION PROCESS

The University and the Union agree to revise Article 22.j. in the Collective Bargaining Agreement in effect December 12, 2014 – June 30, 2017 as follows:

j. Sabbatical application process:

i. Eligible faculty members shall file an application with their Department Chair on forms available on the Provost’s website accompanied by a copy of the application for the most recent sabbatical leave taken (if any); a copy of the written report describing the results of that leave; and a current curriculum vitae.

ii. Eligible faculty members shall submit their applications to their Department Chairpersons by the date to be determined by the college or school, which under no circumstances shall be later than September 1. The Department Chairperson shall make recommendations to their Deans in accordance with school or college timetables, criteria and procedures, provided that the applications must be received by the Provost no later than October 15 for sabbaticals beginning in the next academic year. The faculty member shall have the opportunity to add a written supplement or rebuttal to the Chair’s recommendation within seven (7) days from the date the recommendation was delivered to the Dean, and shall likewise have the opportunity to add a written supplement or rebuttal to the Dean’s recommendation within seven (7) days from the date the recommendation was delivered to the Provost. In no case should the final recommendation by the Dean, or final determination by the Provost, be made before the end of the rebuttal period. Each level of review may seek further clarification from the faculty member; however, there shall be no obligation to do so. In all units where a faculty committee evaluates the sabbatical proposal, there shall be a written report and recorded vote.

iii. The Provost shall may seek the advice of the Professional Standards Committee prior to making any decision on a sabbatical proposal. In such instances The Professional Standards Committee will make a recommendation to the Provost by December 15 based on the criteria outlined above in section 1.b of this Article and will take into consideration the recommendations of the Dean and the college and department evaluative committees. If a sabbatical proposal receives a negative evaluation at the decanal level, the Provost must seek the advice of the Professional Standards Committee. The Provost’s decision shall normally be made and communicated in writing to the Dean/Director by February 1. Where a sabbatical application is denied, the Provost’s office will stipulate in writing to the Dean/Director the basis for the denial. The Dean/Director shall communicate the decision to the faculty member together with the written recommendation of the Professional Standards Committee.

For UNITED ACADEMICS

Date: 5/13/15

For THE UNIVERSITY OF VERMONT

Date: 5/14/15