
The application shall provide: 1) a detailed description of the plan to carry out the project, including, if appropriate, a description of any preparatory work scheduled before the leave or of pertinent completed work; 2) a statement of the project's benefit to the University in one or more of the ways listed above; 3) evidence of the applicant's ability to complete the project; 4) a stat

weaknesses of the proposal. A copy of the evaluation and recommendation for each application shall be provided to the proposer, who has seven calendar days to respond in writing to the dean, with a copy to the department chair.

The dean shall review the applications, chairs' statements, the recommendations of the college sabbatical leave committee, and any responses from proposers. The dean shall recommend in writing to the President that each application be approved, disapproved, or postponed, and shall state the reasons for the recommendation. A copy of the recommendation shall be provided to the proposer, who has seven calendar days to respond in writing to the President, with a copy to the department chair and dean.

The President, after considering all prior recommendations and any response from the applicant, shall notify each applicant of the final status of the application. Such notification shall include in writing the reasons for approval, denial, or postponement, and any conditions of the leave. A copy of this notice shall be provided to the applicant's department chair, dean, and college committee.

C. Sabbatical Report

Within six weeks after returning to service at San José State University, the faculty member shall submit a written report via the dean to Faculty Affairs (Agreement 27.16). In addition, faculty members returning from leave are encouraged to present the results of the sabbatical leave at departmental, college or university forums.

IV. **Criteria:**

The major criterion for evaluating applications for sabbaticals, including difference-in-pay leaves, is the benefit to the University in one or more of the following ways, not listed in rank order: through the project's contributions to scholarship, to creative activities and/or professional advances; through the project's contribution to curricular development; through the project's contribution to the improvement of instruction or academically-related areas and/or the instructional or professional skills of the applicant. Additional criteria are the applicant's ability to carry out the proposal, the planning evidenced in the detailed description of the proposal, and the time-lines for the completion of the project.

ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on April 24, 1992.