

Sabbatical Leave Procedures

For the following process, the applicant will be informed at each step. For the following process, appeals will be governed according to the master agreement.

1. The AAUP secretary will enroll FRC, Deans and CAC members in the appropriate groups on the share site to allow them access to sabbatical applications.
2. By September 15, the applicant will submit their application to the department head.
3. The applicant will print two copies; one copy for the department and one copy for the dean's office (here after known as the traveling copy). If the applicant would like a personal copy, they are responsible for producing and retaining their copy.
4. By September 29, the department head provides a completed Replacement Cost Sheet to the dean's office.
5. By September 29, the department head provides the traveling copy, which includes Sabbatical Application Cover Sheet For Administrative Tracking Purpose and a Sabbatical Leave Application Cover Sheet, and application to the deans' office.
6. By September 29, the applicant will email sabbatical materials to frc@nmu.edu.
7. By September 29, the department will email their rankings to frc@nmu.edu.
8. By October 21, the deans and the College Advisory Councils will complete their review and email their rankings to frc@nmu.edu. Traveling copies will be forwarded to the AAUP Office.
9. By November 11, the dean forwards the completed cost replacement sheet to the VPAA.
10. The CAC forwards the sabbatical application cover sheet for administrative tracking purposes and a sabbatical leave application cover sheet to the VPAA.
11. By November 11, the FRC will forward rankings to the VPAA. The chair of FRC will sign paper copies residing in the AAUP Office.
12. By November 18, the VPAA will announce rankings.
13. The VPAA will return the completed cost replacement sheet, sabbatical application cover sheet for administrative tracking purpose and a sabbatical leave application cover sheet to the deans.
14. The dean's office will forward a copy of the completed sabbatical leave application cover sheet to the department. The copies will be retained by the college and in the department in accordance with article 5.5 of the AAUP master agreement and forwarded for records retention.

Part IX PVPAA Letter

5.5

Faculty Personnel Records

5.5.1 A bargaining unit member's "faculty record" shall consist of the "personnel record" as defined in the Bullard-Plawecki Employee Right to Know Act, including but not limited to "academic personnel files." The academic personnel files for each faculty member shall be maintained in the offices of the PVPAA, the dean, and the faculty member's departments (these files will be referred to as the "academic personnel files"). In addition to other material, the official personnel files contain material that is relevant to personnel decisions such as reappointment, tenure, and promotion. In addition to rights provided by the Bullard-Plawecki Act for a faculty member to inspect the faculty member's personnel record, persons authorized in writing by the faculty member shall also have those rights.

5.5.7 All written material used by the department head, dean or PVPAA in making recommendations concerning reappointment, tenure, and promotion, and disciplinary matters (discipline and/or termination) shall be contained in the academic personnel file at the time of these recommendations.

Records Retention Schedule

Record Title: Faculty Personnel Records – Faculty Evaluation, Promotion, and Tenure Records

Schedule Number: 97-0032

Retention and Disposition: Permanent: Retain inactive for three years and then transfer to the NMU Archives [now called NMU Records Management].

Office Practice: This record must remain separate from all other Faculty Personnel Records.

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