**Minutes of The College of New Jersey Sabbatical Committee, September 18, 2013**

**Present**: James Beyers, Tamra Bireta , Jo Carney, Linda Dempf, Jo-Ann Gross, Nancy Hingston, Nancy Lasher, Taras Pavlovsky, Paul Wiita

**Excused:** Tomoko Kanamaru

The meeting was called to order at 1:35 by Dean Taras Pavlovsky, as representative of the Provost and convener.

1. AY 2014 Sabbatical results

Taras displayed a spreadsheet of last year’s sabbatical rankings that were given to the provost. 13 out of 25 applicants received sabbaticals. A total of 20 semesters of sabbatical leave were awarded for AY 2013-14. In the previous year (AY 2012-13), 15 out of 22 applicants were funded. The current contract no longer assigns a specific number of sabbatical leaves, but instead stipulates that each State College/University shall have a sabbatical leave program for faculty and librarians.

2. Elections

Paul Wiita was unanimously elected Chair of the committee; Linda Dempf was unanimously elected Vice Chair of the committee.

3. Meeting dates

The deadline for sabbatical submissions is 10/7/13

Committee meetings will be held:

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| Oct. 16 | 1:30-2:50 | Library 303A (Dean’s conference room) |
| Oct. 23 | 10:00-12:00 | Library 303A |
| Nov. 6 | 1:30-2:50 | SCP 123 (Physics dept. conference room) |
| Nov. 20 | 1:30-2:50 , we may run later if needed | Library 303A |
| Dec. 4 | 1:30-2:50 | Library 303A |
| Dec. 9 | TBD (reading day, could meet if needed) | TBD |

Paul will assemble the list of submissions and assign primary and secondary readers. He will send out the list by October 9. Our next meeting will be October 16, and we will be discussing the first set of submissions at that meeting. The plan is to devote Oct. 16, 23, and Nov. 6 to discussions and rank applications on Nov. 20th. (This may change based on the number of submissions received).

4. Sabbaticals presentation discussion

The sabbaticals workshop will be on Wednesday, **September** 25th from 3:00 until 4:20 pm, in SCP 317. Linda will present the powerpoint, followed by time for further questions. Jo and Taras will also be there, and Paul will arrive when he can.

The remainder of the meeting was a review of the powerpoint, with discussion of the process, RFP, review criteria, and a few updates to the powerpoint. Items of note that were discussed:

The [Sabbatical RFP for 2014-2015](http://academicaffairs.pages.tcnj.edu/files/2012/06/Sab14-15RFP.docx) is on the Academic Affairs website. Also noted was the document [Proposal creating Sabbatical Committee (2008)](http://academicaffairs.pages.tcnj.edu/files/2012/06/Sabbatical-committee.doc) that contains the proposal review criteria, proposal rating and scoring.

The RFP does not require that sabbatical applications include a title. This could be added to next year’s RFP.

The RFP is slightly unclear whether the appendix listing literature and other references should be included in the four pages total. This could be clarified in next year’s RFP.

5. Other:

Taras announced the zimbra username and password for retrieving sabbatical applications.

Respectfully submitted,

Linda Dempf , Vice-chair