

TCNJ Sabbaticals Council Meeting
October 5, 2022, 1:30 pm
Minutes

Present: Mohammed Alabsi, Elizabeth Borland, Jean Brechman, Stuart Carroll, Wendy Clement, Dolores Dzubaty, Yifeng Hu, Cynthia Paces, Dimitris Papamichail, Taras Pavlovsky, Yuji Tosaka

1. Welcome and introductions

Yifeng Hu has been added to the Council representing Arts & Communication.

2. Review/approval of minutes

The minutes from the September 21 meeting were approved with no corrections.

3. Important Dates

October 19: First review meeting

November 2: Second review meeting

November 16: Third review meeting

December 7: Fourth review meeting

Review wrap-up discussion will be scheduled between December 12-16

November 2: Stuart will be attending an international conference. He will try to attend the meeting online, but will not be assigned as first or second readers for the day.

The chair reminded the council members that anyone with scheduling conflicts should inform her within this week.

4. New Business

-Concerns raised about RFP deadlines (including request to open case)

The chair has heard concerns about the deadlines for sabbatical and SOSA applications falling on the same date – during the busy teaching time for faculty. Questions have been raised about the possibility of having the deadline pushed back to after the fall break.

Action item: The sabbatical application deadline will be discussed by the council in the spring semester.

-Additional items as raised by council members

Brief discussion ensued regarding the initial deadline to request an application case in Faculty Process, as well as the final 5 pm deadline for submitting application materials, whether these should be hard deadlines or there should be some grace period for late submissions. It was noted in particular that the 5 pm deadline reflects the availability of Faculty Process support staff.

Action item: A vote will be taken on this question in the spring semester. (Note: There seemed to be a broad agreement at this time about keeping strict deadlines.)

The chair emphasized that council members should not offer any advice to faculty members about applying for sabbatical leave and should inform her if they had ever discussed any matters relating to sabbatical leave with other faculty members.

5. Norming Exercise (see folder with files and RFP)

The chair noted that first and second readers should remember to retain their own notes while also taking notes on council discussion about each application. These notes will be useful for drafting written feedback when requested.

The chair reiterated that new council members will not be assigned as readers for the first review meeting (or one application assigned at most), so that they will be able to see and get a better feel for how evaluation is being conducted for applications.

Meeting adjourned at 2:31 pm.