SUBJECT: FACULTY SABBATICAL LEAVE APPLICATIONS

A. References:

1. 1995-1999 Agreement between the University of Hawai‘i Professional Assembly and the Board of Regents of the University of Hawai‘i.


B. Purpose:

To provide supplemental guidelines and procedures for faculty sabbatical leave applications.

C. Responsibilities:

1. Senior Vice President, University of Hawai‘i and Chancellor for Community Colleges:

   a. Has been delegated final approval authority on sabbatical requests that do not exceed two years of leave within a seven-year period.

   b. Has authority to disapprove sabbatical leave requests.
2. Provost (or other equivalent executive):
   
a. Establishes campus procedures and deadlines consistent with the collective bargaining agreement and this CCCM.

b. Assures that sabbatical leave applications are processed in accordance with the contractual and campus procedures.

c. Assures that the Chancellor's Office is provided ample time to review and process the sabbatical leave request.

d. Ensures that the faculty members submit sabbatical leave reports within three (3) months following completion of the leave.

D. Recisions:

   CCCM #2162, dated May 6, 1982.

   Joyce S. Tsunoda
   Senior Vice President, University of Hawai'i and Chancellor for Community Colleges