

Minutes

USFFAC (University Sabbatical and Faculty Fellowship Advisory Committee)

Monday, March 9, 2025 @ 12:30PM

Via Zoom: [Zoom meeting link](#)

Committee members: Christy Irish, Janet Asper, Maria Laura Bocaz, Durgesh Pattanayak, Andrea Smith, Victoria Russell (ex-officio)

1. Call to order
2. Old Business
 1. Sabbatical Form Adjustments
 - Any new directions needed? No, but deleted one duplicate section.
 - Review handouts on USFFAC webpage. Handouts reviewed and no changes were made. Although the Sabbatical application is moving away from an open proposal to a Microsoft form, there is no change in the information being asked for.
 2. Deadlines and Updating Process with Provost's Office
 - Christy will work with Amy to update the Provost's Sabbatical Page.
 - Changes needed: Amy will copy the Microsoft Form and keep control of all submitted documents. The form will be linked on the provost's page.
 - Applicants may make changes to the form up until the deadline.
 - No late applications will be accepted. In the past, errors have been made during the transmission of the applications and deadlines were missed. This process ensures that all applicants are in control of making sure they have the cover sheet and all required materials by the deadline.
 - The page will be updated to reflect changes in process only.
 - Applicants must still download the cover page that requests chair/dean signature. This ensures that chairs have approved the application and are in support.
 - Timelines will remain the same.
 - The committee will provide notes on the application to each dean.
 - Applicants may meet with their dean/chair to receive these notes. Because many applications are outstanding, the committee ranks applicants.
3. Workshop for Sabbatical, Waple, Jepson
 - Review the handouts and presentation available for these.

- Feedback: Applicants may meet with their dean/chair to receive these notes. Because many applications are outstanding, the committee ranks applicants.
- Communicating Information
 - The workshop for Sabbaticals was not well attended in the past.
 - The chair or representative will ask to meet at a chairs meeting to explain the process; then chairs/directors can communicate with their own faculty.
 - We are also happy to announce or explain changes at UFC (University Faculty Council) meeting if needed.
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3. New Business

- a. Faculty Awards
 - Close March 27
 - Reviewed guidelines
 - Guidelines for each award are used to rank choices.
 - Write up of candidates
 - Division can wait until awardees decided.
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4. Announcements

5. Adjournment

6. Upcoming Meetings

- a. April: Meet to Review all awards
- b. May: Meet with new committee to elect officers.