

RESEARCH & FACULTY DEVELOPMENT COMMITTEE  
College of Arts & Sciences  
Eastern Kentucky University

MINUTES  
Meeting of March 8, 2007  
3:30 pm, Roark 107

Present: T. Gooch, D. Afsah-Mohallatee , C. Kulp, M. Cropper (Alternate), B. Mitchell, F. O'Connor, T. Otieno (Chair), P. Paolucci, C. Rich (Recorder).

Absent: P. Calie\*.

\*denotes prior notification

1. The meeting was convened at 3:30 p.m.
2. The Sabbatical Policy and application form were discussed based on issues raised by faculty attending the fall College-wide assembly. The committee agreed that a ranked list of sabbatical applications from departmental sabbatical evaluation committees is helpful, as is a ranked list from the department chair. The application form will be amended to emphasize these two requirements.
3. The committee agreed that a checklist to accompany all sabbatical leave applications need to be developed to promote submission of complete applications and in a timely manner. Other items in the College procedures section of the sabbatical policy were given minor revisions, including specifying the due-date of the post-sabbatical report.
4. The committee discussed whether there was a need for a formal appeals process for sabbaticals, and concluded that one is not necessary.
5. Concerning the Faculty Development Grants application form, the committee agreed that a checklist of categories should be added to the "description" section of the form (e.g., categories for a paper presentation at a conference, a poster session at a conference, a research trip, etc.) to expedite categorization of applications for these funds.
6. The ranking of applicants for the Junior Faculty Summer Research Awards process was finalized.
7. Concerning the Junior Faculty Summer Research Award application form, the committee agreed that language should be added requiring applicants to note if they are receiving other salary supplement funding.
8. The meeting was adjourned at 4:46 p.m.