Sabbatical Application

For the first time since this committee was separated from LCPT, the LSLC handled a sabbatical application. Using the rubric and form developed by last year’s committee, we evaluated the application of Whitney Baker and sent our recommendation to Dean of Libraries Lorraine Haricombe who passed it on to the Provost’s Office for forwarding to the University Sabbatical Leave Committee. Whitney’s application was successful and she will begin her five-month sabbatical in the fall. (See the rubric form in the appendix.)

Standing Charges

3.3.5 Library Sabbatical Leave Committee

3.3.5.1 The Library Sabbatical Leave Committee (LSLC) shall review and evaluate the merit of each applicant for sabbatical leave and of his or her proposal. It shall notify each applicant in writing of its recommendation and shall forward each recommendation to the Dean of Libraries, who will review and evaluate the merit of the applicants and their proposals before transmitting the recommendation(s) to the Provost’s Office for referral to the University Committee on Sabbatical Leaves for evaluation.

*There was one application this year (see paragraph above).*

3.3.5.2 The LSLC shall address itself to matters of policy pertaining to the sabbatical leave system and report its recommendations to the Dean of KU Libraries.

*The committee did not review sabbatical policies this year.*

3.3.5.3 The first meeting of each year shall be called by LFPA Exec no later than the first week of Aug. The first order of business shall be to select a presiding officer and recording secretary.

*The committee selected Lyn to act as the chair and Brian to be secretary.*

3.3.5.4 The LSLC shall be composed of three members of the library faculty on tenure track appointments with a minimum of two members having achieved tenure—all to be elected by members of the LFPA eligible to vote.

Members of the Committee shall ordinarily serve two years with overlapping terms to provide continuity. Members may not ordinarily succeed themselves without one year intervening. However, a qualified member of the library faculty (including a current member of LSLC) may be nominated to serve for less than a two-year term in order to provide the possibility of achieving the desired balance.....

*Lyn, Karen, and Brian are all tenured. Lyn and Karen have now served the final year of their terms; Brian will be the only continuing member.*
Standing Charges  (cont.)

3.3.5.4.1 A librarian who submits a sabbatical leave file for consideration may not participate in the review of his or her file or any other sabbatical files under consideration at the same time.

3.3.5.4.2 A librarian who has a domestic or familial relationship to a librarian submitting a sabbatical file may not participate in the review of this file or any other sabbatical files under consideration at this time.

3.3.5.4.3 A unit head or supervisor of a librarian submitting a sabbatical file may not participate in the review of this file or any other sabbatical files under consideration.

3.3.5.4.4 A librarian may not participate in the review of any sabbatical files under consideration while at the same time serving on the University Sabbatical Leaves Committee.

3.3.5.5 The Library Sabbatical Leave Committee shall function as a unit with all members present. Each shall have the full privilege of voice and shall vote in all proceedings.

_The committee members followed all of these rules during the process of evaluating / recommending the Libraries’ sole sabbatical leave application._

Special Charges

1. Document past Sabbatical Leave projects of KU Librarians by building it into the library review process itself. Require sabbatical recipients to report back to the Sabbatical Leave committee.

   _So far, we have received documentation only from Susan Craig and George Gibbs._

2. Consider what kind of historical record this committee should keep, what documents should be included in it, and what purpose(s) this record would serve for both future committee members and future sabbatical leave applicants. Also, consider who should receive the reports and where they should be archived so that they will be easily accessible.

   _All LFPA and Libraries’ administrative committees should tackle this charge. In both this committee and CRSA, we have discussed where to archive these materials and how to organize them. There is so far no consensus about whether we should save everything on the Hawk Drive, the G:\ drive, or in a Wiki; print out paper copies to deposit in the KU archives in Spencer, keep the LFPA web pages current but also make sure they aren’t changed or lost, or use a combination of these approaches. The current method—having to send info to someone else to have the information put on the committee’s web pages—makes it awkward and more difficult to keep things up to date. Now that some KU Libraries’ units have adopted software allowing central control while also giving individuals the ability to add to or change some of their information selectively, we believe this approach would also work for committees and task forces. Therefore, we recommend that LFPA Exec look into the possibility of using this software for committee web page updating, as well as asking them to try to find a centralized approach to archiving._
3. Complete the development of a rubric to use in evaluating sabbatical files, starting with the draft developed by the previous year’s LSLC. Refer to appropriate University policies and manuals for guidance. Solicit feedback from LCPT, LFPA Exec Committee, and the Dean of Libraries. Present the approved rubric to Exec by the end of the fall semester 2009.

The committee completed the rubric and used it to evaluate the sole application turned in this year. Using our experience as a basis, we discussed its usefulness and made some changes. It will be up to next year’s committee to share it with LCPT, LFPA Exec, and the Dean of Libraries for final approval before September.

4. Review the committee’s standing charges and special charges carefully. Consider what is needed and not needed in these charges and where the gaps or overlap exist with other committees’ charges and activities. Contact and confer with other LFPA committees or library entities, if necessary, and offer suggestions to reword the standing or special charges based on your findings.

We have not recommended any major changes, though we agree that an overall review needs to be done. We recommend that such a review be accomplished by a focused, short-term task force involving LFPA Exec and reps from all committees. The rather loose wording of this charge over the last two years, with no one being named the leader who is responsible for the review and recommendations, has leant itself to keeping the status quo.

The LCPT website still refers to its duties as the evaluators of library sabbatical applications. Obviously, they will need to update their documentation and web pages as well.

5. Review your committee’s web pages. Write a descriptive text summarizing the committee’s purpose and send it to the LFPA Secretary to add to the site. Also, review your committee’s links to other sites / documents and your own committee’s annual reports, minutes, membership lists, and other materials from past years for archival purposes and make sure they are accurate / current. Send any additions or changes to the secretary.

We worked with Mike Broadwell, the Libraries’ HR rep, who linked the LSLC web page to the relevant KU policy and procedure pages. Since we thought the purpose of the committee would be self-evident to everyone, we did not write an intro of the LSLC web page. Working directly with LCPT, the members of this committee need to extract all information regarding sabbaticals from the Overview documents maintained by LCPT so that this information can be posted on the LSLC web pages.
Progress on Recommendations Made by Last Year’s Sabbatical Committee

- Develop an LSLC calendar with target dates for programs, applications, etc.
  
  *The Libraries’ HR director put together a tenure/sabbatical calendar in consultation with the Dean of Libraries and the chairs of LSLC and LCPT. The Provost’s Office gives the sabbatical dates to put into this calendar. However, LSLC will still need to develop its own target dates for looking at special charges, planning programs, etc.*

- Finalize the evaluation criteria and rubric sheet for evaluating sabbatical leave applications.
  
  *Accomplished. (See the appendix for a copy of the form.)*

- Schedule / develop a program for the spring semester for those interested in applying for sabbatical during the coming fiscal year.
  
  *For a variety of reasons, the LSLC did not provide a program this year.*

- Develop a “Community of Interest” for sabbaticals early in the year.
  
  *For a variety of reasons, the LSLC did not develop this community of interest this year.*

- Nominate a member of LSLC to serve on the “Creating a Culture of Scholarship” Task Force.
  
  *It looks like such a task force will not be created in the foreseeable future.*

- Develop a post-sabbatical leave report form.
  
  *We concluded that the current report format is acceptable and did not develop a new form.*

- Link to the university sabbatical information and application (Office of the Provost) from our website.
  
  *Mike Broadwell took care of this for us.*

- Add LSLC’s current standing charges to the committee’s web pages.
  
  *With the various votes on changes to LFPA’s code and by-laws, it has been difficult to keep the LSLC’s web pages up-to-date.*

- Clarify whether, under the language on the Provost’s website, unclassified professional staff working in the Libraries would be eligible for sabbaticals, or only those actually classified as administrators.
  
  *LSLC members did not look into this question this year.*

- Investigate the idea of mini-sabbaticals – fund-raising aspects, function, who would be eligible, etc. Discuss the idea with the Dean of Libraries and make a recommendation for a plan of action if LSLC decides to implement the idea.
  
  *LSLC did not pursue this, but strongly recommends that the new committee do so.*

- Document the various ways sabbaticals can be taken. Example: Twelve-month employees can take a 5-month sabbatical during one semester or spread it out over a school year. (Consult Susan Craig and George Gibbs for more examples.)
  
  *LSLC did not pursue this idea this year.*

- Continue to collect information from library employees who have taken sabbaticals in the past and document this info on the website.
  
  *As previously mentioned, we received reports from Susan Craig and George Gibbs, but we haven’t put them on the LSLC web page yet.*

- Someone suggested that we look into the possibility of subsuming the LSLC into CRSA because much of the work is similar, there would be more members to spread the work out more evenly, and there would be half as many meetings.
  
  *Both committees discussed this possibility but did not think it would be in everyone’s best interests to pursue such an option at this point.*
Recommended Special Charges for the 2010-2011 LSLC

- Develop and schedule a program and, hopefully, a continuing “Community of Interest” for those library staff members who are thinking about applying for a sabbatical or who have taken sabbaticals in the past so the two groups can share information before the sabbatical application process begins in April.

- Add the LSLC’s current standing charges to the committee’s web pages and otherwise update the web pages.

- Clarify whether, under the language on the Provost’s website, unclassified professional staff working in the Libraries would be eligible for sabbaticals, or only those actually classified as administrators.

- Investigate the idea of mini-sabbaticals – fund-raising aspects, function, who would be eligible, etc. Discuss the idea with the Dean of Libraries and recommend a plan of action if LSLC decides to implement the idea. (Erin Ellis would make a good resource person for this idea.)

- Continue to collect information from library employees who have taken sabbaticals in the past and document this info on the website.