LFA Sabbatical Leave Committee

Minutes 8/13/2008

Present: Mike Broadwell, Karen Cook, Scott McEathron, Amalia Monroe, Lyn Wolz

The LFA Sabbatical Leave Committee held its first meeting. Several issues were discussed:

- Scott McEathron was officially designated as the committee’s LFA Executive Liaison.
- The committee special charges were reviewed and discussed:
  - “The committee shall produce minutes of all meetings within two weeks of a meeting taking place and will send those minutes the LFPA Secretary for posting on the LFPA web site.”
  - “Develop a committee web page on the LFPA web site.”
  - “Document past Sabbatical Leave projects of KU Librarians.”
  - “Develop and document procedures for evaluating sabbatical files. Refer to appropriate University policies and manuals for guidance.”
- We discussed compiling a list of previous sabbatical leaves.
  - Karen Cook volunteered for the project.
- Amalia Monroe volunteered to establish the web site.
- We discussed having a forum during the spring semester in which library faculty can learn about sabbatical leave from former recipients and from the committee.
- We discussed the development and documentation of committee procedures:
  - Decided to establish evaluation criteria in the form of a matrix.
    - Lyn will send everyone the matrix used by CRSRA for GRF applications.
  - Committee members will review university policies and documents on sabbatical leaves.
- The timeline for sabbatical applications was reviewed.
- It was decided that a message should be sent out to all library faculty reminding them of the deadline for sabbatical applications. – Lyn will do this.
- Lyn Wolz was designated presiding officer of the committee.
- Amalia Monroe was designated committee secretary.
- For next meeting:
  - Identify specific tasks and timelines for committee activities
  - Begin developing evaluation criteria
  - Other items

Submitted by: Amalia Monroe