

SLRB COMMITTEE CALENDAR OF ACTIVITIES FOR ☐ Fall 2011 - Spring 2012

SLRB meetings are on Fridays at 9 am in Room 804 A on: 10/14/11, 11/4/11, 11/18/11, 2/17/11, 4/20/11

☐SLRB Membership 2011/12

Faculty: Eric Carter, Steve Hodges, Dawn Nakanishi, Marcy Wald, Gerlinde Brady, Chuck Smith

Administration: Renee Kilmer, Rachel Mayo, Jim Weckler, Kathy Welch

Date & Day	Time	Location	Action Responsibility	Description
8/22/11 Mon	1- 3 pm	Room 508	Applicants Flex workshop	MANDATORY FOR ALL APPLICANTS FLEX: Sabbatical Leave Applicants: Writing a Successful Proposal
8/22/11 Mon	2:30-4:30 pm	Room 508	Returnees Flex report writing	FLEX: Returnees from Sabbatical Leave: Writing a Successful Report
9/16/11 Fri	by 5 pm		Applicant	Deadline for applicant meeting with Dean to discuss Sabbatical Leave Proposals
10/4/11 Tue.	by 12 noon		Applicant	New Proposals due to Instruction Office , complete with signed letter from Dean. (Date from Contract)
10/7/11 Fri.	by 12 noon		VPI.	New Proposal packets distributed to SLRB with agenda and primary/secondary reader assignments. NOTE: SLRB chair distributes

				agenda and assigns primary and secondary readers
10/14/11 Fri	9 am – 12pm	Room 804A	SLRB Meeting	SLRB meets to consider new sabbatical proposals. □SLRB requests revisions, primary reader calls applicant and explains revision request. □SLRB reviews alternative credit applications
10/26/11 Wed	12 noon		Applicants	New Sabbatical Proposal revisions due in Instruction Office
10/28/11 Fri	by 12 noon		VPI	VPI: New Sabbatical Proposal revisions distributed to SLRB
11/4/11 Fri	12 noon		Returnees	Sabbatical Reports from previous year's activities, approved by Dean, due to Instruction Office
11/4/11 Fri	9 am -12	Room 804A	SLRB Meeting	SLRB meets to review submitted proposal revisions. VPI office sends letters acknowledging proposal approval, pending funding)
11/10/11 Thu	by 12 noon		VPI	VPI: Sabbatical Returnees Report Binder distributed to SLRB
11/18/11 Fri	9 am - noon	Rm 804A	SLRB Meeting	SLRB meets to review Returnee Reports and request revisions
12/2/11 Fri		VPI's Office	VPI- meeting	VPI Office: SLRB Chair, VPI, CCFT President, Faculty Senate President meet to certify sabbatical leave list for Jan. Gov. Board Book. Board Item prepared for Jan. Board to list approved projects. Jan Board gets list and abstract

				pages.
12/5/11 Mon	by Noon		Returnees	Returnee Report revisions due to VP Instruction Office
12/7/11 Wed			VPI	VPI: distribute Returnee Report revisions to SLRB (If necessary)
1/4/12			VPI	VPI's office: Preliminary approved sabbatical leave list submitted for inclusion in Jan. Board Book
1/11/12			VPI	VPI sends letters of notification and options to approved applicants, with deadline date for acceptance.
2/6/12 Mon	12 noon		VPI	VPI's office: Deadline re decision to accept sabbatical -- from the approved applicants
2/17/12 Fri	9-11,	Room 804A	SLRB Meeting VPI Board Item	SLRB meets to read leave report revisions (if necessary) VPI: prepare Board Item for March Board with copies of the final versions of Sabbatical Reports from previous year's sabbaticals.
3/2/12			VPI	Final 2013-2014 sabbatical leave list to March Board HR provides Chair with next year's eligibility list. Chair shares first draft of list with Deans and appropriate Dept. Chairs
4/20/12 Fri	9-11 am,	Room 804A	SLRB Meeting	SLRB meets to: -- Discuss and approve the next year's eligibility list (provided by HR to SLRB Chair) posted to the Web site with a link shared with SLRB members -- review alternative credit requests; -- Discuss and

				approve a draft calendar for following year prepared by the Chair <input type="checkbox"/> -- select SLRB chairperson for the following year <input type="checkbox"/> -- post Calendar to Web; schedule Flex activities for Fall workshops
4/23/12 Mon	N/A	N/A	SLRB CHAIR	2013-14 eligibility list distributed via email link to all contract faculty