

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #31

Title: Sabbatical Leave

Section 1. General

1.1 Scope: This policy specifies the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members.

1.2 Authority; West Virginia Codes §18B-1-6, 18B-7-2 and 18B-1-9.

1.3 Repeals and replaces Series 10, Title 133 dated August 9, 1992.

1.4 Effective Date: May 25, 2005.

Section 2. Purpose

2.1 Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, or other activity calculated to contribute to professional development and his/her usefulness to the institution;

2.2 The privilege of a sabbatical carries with it the obligation to return for a full year of service upon completion of the leave;

2.3 Sabbatical leave may be granted for three major purposes:

a) Study toward a doctoral degree;

b) Study that will provide one with academic preparation in a new area seen as important to the present and future needs of the institution;

c) Project oriented non-degree activities embracing study and/or research, preferably on a post-doctoral level and preferably in one's

field;

2.3.1 Of these three purposes, "a" and "b" will be given priority consideration.

Section 3. Eligibility

3.1 Tenured faculty who are completing their sixth year of full-time employment at West Virginia State University are eligible to apply for a sabbatical leave;

3.1.1 The granting of such leave is contingent upon the availability of funds, the instructional needs of each institution, and the plan of study that the faculty member advances.

3.1.2 After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year of full-time employment.

3.1.3 Separate summer school employment shall not be considered toward eligibility for sabbatical leave.

Section 4. Procedures

4.1 The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing within the institution at the time.

4.2 Sabbatical leave will be granted by the President of the institution, who will make an annual report to the Board of Governors summarizing the number of sabbatical leaves granted during the previous year, the disciplines of the faculty members, and whether the leaves were for full salary for no more than half the contract period or for half salary for no more than the full contract period;

4.3 Requests for sabbaticals must be endorsed by department chairs and/or deans and forwarded to the Vice President for Academic Affairs by March 1.

4.3.1 Requests for project-oriented sabbatical leaves must be endorsed by department chairs and/or deans and sent to the Research Committee of the respective Faculty Senate (with a copy to the Vice President for Academic Affairs) for their review by February 15;

4.3.1.1 The Committee will forward a ranked list to the Vice President for Academic Affairs for further consideration.

4.4 The Vice President for Academic Affairs must receive all requests for sabbatical leave by March 1 of the year before the beginning of the academic year for which the leave is requested;

4.4.1 The Vice President for Academic Affairs will review all requests for sabbatical leave and make a recommendation to the President;

4.4.2 The institution reserves the right to deny a request for a sabbatical leave if it does not seem to be in the best interest of the institution.

4.5 Before the expiration of a sabbatical, the person on leave must file a letter requesting a continuance without pay or indicating the intent to return to faculty duties at the time specified in the sabbatical request;

4.5.1 The letter must be filed in accordance with the following schedule:

- Continuance--by March 15;

- Return from a one-semester sabbatical taken during the second semester of an academic year--by March 15;

- Return from a one-semester sabbatical taken during the first semester of an academic year--by November 15;

4.5.2 A request for continuance will not be automatically granted but will be evaluated in accordance with institutional need and the reason that the request is being made.

Section 5. Compensation

5.1 A faculty member on sabbatical leave shall receive full salary for no more than one half of the contract period or half salary for no more than the full contract period;

5.1.1 If a faculty member's salary is not paid wholly from state funds, the president shall so inform the Board of Governors in his/her annual report on sabbatical leaves.

Section 6. Obligations of the Faculty Member

6.1 An applicant for a sabbatical leave shall submit to the president in writing a detailed plan of activity which he/she proposes to follow;

6.2 In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein;

6.3 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the president, or his/her designee;

6.3.1 Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment;

6.4 Upon completion of a sabbatical leave, a faculty member shall file with the president a written report of his/her scholarly activities while on leave;

6.5 A faculty member is obligated to return for a full contract year of service upon completion of the leave. Failure to return will obligate the faculty member to fully reimburse the institution for salary received during the period of the leave.

Section 7. Obligations of the Institution

7.1 A faculty member's institutional position, status, and rank shall not be adversely affected solely by his/her absence while on sabbatical leave.