

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-1

SABBATICAL LEAVE

General.

- 1.1. Scope: This policy establishes a uniform sabbatical leave plan for faculty members.
- 1.2. –Statutory References: W. Va. Code §§18B-7-2, 18B-1-6
- 1.3. Passage Date: November 13, 2002
- 1.4. Effective Date: Upon Passage
- 1.5. Background: Replaces Board of Trustees Series No. 10 which was transferred by the Higher Education Policy Commission to the institutional boards of governors. This policy was previously numbered as MUBOG Policy No. 6.

Policy:

- 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 college or university.

Eligibility.

- 3.1. Any person holding faculty rank is eligible for sabbatical leave after completion of at least six years of full-time employment in a faculty rank at Marshall University. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year of full-time employment. Separate summer school employment shall not be counted toward eligibility for sabbatical leave.

Conditions Governing the Granting of Sabbatical Leave.

- 4.1. The awarding of sabbatical leave is not automatic but shall depend upon the merits of the request and on conditions prevailing in the institution at the time. Sabbatical leave recommendations will be approved by the president of the institution or his/her designated representative. Each year the president will forward information on approved sabbatical leaves to the Board of Governors.
- 4.2. In consultation with the faculty, each president shall develop appropriate criteria for determining the usefulness of the proposed activity to the institution and equitable procedures and standards for processing applications for leave.

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.

Obligations of the Faculty Member.

6.1. An applicant for sabbatical leave shall submit to the president or his/her designee in writing a detailed plan of the 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 designated representative. 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 or his/her designee 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 reimburse fully the institution for salary received during the period of the leave.

Obligations of the University.

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.