

# 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: April 29, 2021
- 1.4. Effective Date: June 8, 2021
- 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. The current update was approved by the Marshall University Board of Governors on October 22, 2020. The policy was updated and approved by the Marshall Board of Governors on April 29, 2021.

#### Policy:

- 2.1. A sabbatical leave is a merit-based professional development activity that allows faculty to enhance their potential as teachers, artists, and scholars, and thereby make additional contributions to the missions of Marshall University.

#### Eligibility:

- 3.1. Any person holding faculty rank in a permanent position (including clinical and library faculty) at Marshall University is eligible to apply for sabbatical leave after completion of at least six years of full-time employment at Marshall University.
- 3.2. After completing a sabbatical leave, a faculty member will not be eligible for another sabbatical leave for the subsequent six academic years of full-time employment.

#### Conditions Governing the Granting of Sabbatical Leave:

- 4.1. Each college will develop a rigorous, multi-level, qualitative and quantitative process to evaluate the merits of each sabbatical proposal as a substantive professional development project. Additionally, each college will outline procedures for evaluating post-leave reports. After reviewing each college's evaluation procedures for sabbatical approval and post-leave reports, the Faculty Senate Personnel Committee, in consultation with the Chief Academic Officer, will

approve each college's procedures, its sabbatical leave recommendations, and verify receipt of its post-leave reports.

- 4.2 Each year, the President or designee will announce in a timely manner the number of sabbatical leaves available for each College. The number may vary based on conditions prevailing in the institution at the time.
- 4.3 The President will issue final approval of sabbatical leaves and will present the Board of Governors with the approved sabbatical project proposals.

**Compensation:**

- 5.1 Sabbaticals for faculty on nine-month contracts may span either one-half or one full academic year (fall and/or spring terms). Sabbaticals for faculty on twelve-month contracts may span a period of either six or twelve months. A faculty member on sabbatical leave will receive full base salary for no more than one-half of the contract period or half base salary for no more than the full contract period.

**Obligations of the Faculty Member:**

- 6.1 Each applicant will submit an application that follows procedures as established under 4.1.
- 6.2 In accepting a sabbatical leave, a faculty member will sign a statement indicating that they are aware of and agree to all conditions of the leave as specified therein. If conditions prevailing in the institution at the time require it, those conditions can be renegotiated among the faculty member, their chair, dean, and Chief Academic Officer.
- 6.3 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or representative. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.
- 6.4 Upon completion of a sabbatical leave the faculty member will submit to the President or his/her designee a comprehensive post-leave report following the procedure established under 4.1.
- 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.