

**Marshall University College of Science**  
**Policy No. COS-Fac-03**  
**Sabbatical Leave Request**

**Effective Date: December 15, 2020**

*Updated: September 11, 2023*

## 1.0 Application Process

### 1.1 Definitions

Per Marshall University Board of Governors Policy [MUBOG AA-1: Sabbatical Leave](#), 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.

A sabbatical leave is an opportunity for a full-time faculty member to practice intellectual growth, professional development and personal renewal. A sabbatical leave, however, should distinctly add to the efficiency of the faculty member in the performance of his/her responsibility and clearly add to the significance of the College of Science and the university. A sabbatical is a privilege granted by the university for the advancement of the university, subject to the availability of resources.

As a condition of the approval of sabbatical leave, the faculty member shall agree to complete a comprehensive post-sabbatical report as described herein. This sabbatical report will be presented to the President of the university and may be made available to the Marshall University Board of Governors upon request.

While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or his/her designated representative.

## 1.2 Process

1.2.1 An applicant will initiate a request for sabbatical leave by completing the Sabbatical Leave Request Form (found on page 4 of this document), the Sabbatical Leave Agreement (page 5) and initiate the Sabbatical Leave Administrative Procedure, Information and Routing Form (page 6). In addition to the completion of the required documents, the request for sabbatical leave must have attached to it a detailed project proposal that includes and addresses the following points:

- Include an Abstract, not to exceed one page
- Include a Summary of Expected Outcomes, not to exceed one page
- How the proposed leave will increase your value to the university, thereby improving and enriching its programs
- The impact of the leave for completion of the proposed work, to distinguish the proposal from work that can reasonably be accomplished as part of the faculty member's contractual obligations
- Evidence of the applicant's qualifications for completing the proposed project (e.g., results of prior sabbaticals, related peer-reviewed scholarly activity, grants awarded)
- Detailed anticipated outcomes (e.g., new curriculum, presentations, publications, external grant applications)
- Other indicators of the professional value of the proposed project
- Where the proposed work will be carried out during the period of the leave

Applicants are urged to be specific and give detailed responses when completing the application. In order to best prepare the application, special attention should be given to the following areas:

- **Careful Preparation** – be sure that your proposal is both specific and feasible and describe any preliminary work done on the project.

- **Clear description of the benefit to the University and the applicant** – include the benefit that your sabbatical will have on your students, the department, college and university. In addition, describe the benefit of the sabbatical in regard to your professional development, professional stature, intellectual growth and personal renewal.
  - **Thorough Documentation** – include any documentation supportive of the proposal and your plans for any travel that is essential for the success of this proposal. A sabbatical should address a specific purpose and its relationship to an individual’s general scholarly interests and to scholarly work previously accomplished. If the plan involves a specific research project, it should be indicated to what extent progress has already been made and to what extent the sabbatical leave will assist in bringing it to a conclusion.
- 1.2.2 Applicants will submit all forms and a detailed project proposal to their chair for review and approval.
- 1.2.3 The chair will submit their recommendations to the Dean who will send those recommendations to the Faculty Advancement Committee for their rankings/recommendations.
- 1.2.4 The Faculty Advancement Committee will submit their rankings/recommendations to the Dean.
- 1.2.5 The Dean will submit their recommendations to the Provost/Chief Academic Officer.
- 1.2.6 The Provost/Chief Academic Officer will submit their recommendations to the President.
- 1.2.7 If approved, the faculty member will be required to submit a detailed post-sabbatical leave report after completing their sabbatical, whose purpose is to demonstrate the achievement of the goals of the sabbatical leave. It shall reflect the activities accomplished. It is the tangible outcome that demonstrates that there was a direct benefit to the college and/or university and to the individual's professional development.

### 1.3 Due Dates

For specific due dates for sabbatical leave requests and sabbatical leave reports, see the [Marshall University Personnel Calendar](#).

- Faculty applications to the department chair are due four weeks (28 calendar days) prior to the university’s due date for leave requests
- Chairs submit their recommendation to the dean two weeks (14 calendar days) prior to the university’s due date for leave requests
- If there are multiple applications from a department for the same semester, the chair will prioritize the requests.
- If the number of recommendations exceeds the number of sabbaticals that can be supported by the university, the dean will meet with the Provost to arrive at a consensus on a rank ordering of the applications.

### 2.0 Approval Process

To be approved for a sabbatical leave, the following will be considered at each level of the approval process:

- Contribution of the sabbatical leave to the effectiveness of the individual’s ability to perform professional responsibilities
- Value of the sabbatical leave to the University
- Value of the sabbatical leave to the individual
- Value of the sabbatical leave to students
- Impact of proposed leave on professional stature of the applicant
- Urgency of need for sabbatical leave
- Length of time since last sabbatical
- Ability to cover required course offerings in the department, if approved

### 2.1 Chair Approval

The chair will be required to attach a letter to each sabbatical leave request which addresses the following points:

- Merits of the proposal

- Ability of the department to cover the applicant's teaching and advisement responsibilities
- Ability of the department to cover the applicant's service responsibilities (e.g. committee work, administrative responsibilities)
- Areas of special strengths of the proposed sabbatical

If there are multiple requests from a department, chairs are asked to prioritize them.

1. If there is only one applicant and there is sufficient internal reassigned time or funds to cover adjuncts, no priority is given to the application.
2. If there are two applications, the chair meets with the applicants and negotiates to have one apply for each of the two semesters. If there is sufficient reassigned time/resources for adjuncts, neither application needs to be prioritized.
3. If there are three or more applications, the chair will need to prioritize the requests.

## 2.2 Faculty Advancement Committee Ranking / Recommendations

The faculty advancement committee will review sabbatical leave requests and provide a recommendation of the requests, including a ranking of the requests. The committee should provide to the dean:

- A yes / no assessment of whether the request should be considered for a sabbatical leave. Consider both the merits of the proposal and the ability of the department to cover the applicants teaching, advising, and service responsibilities.
- A ranking of the requests
- A short justification for the assessment and ranking of proposals

## 2.3 Dean Approval

The dean will attach a letter to each sabbatical leave request which addresses the following points:

- Merits of the proposal
- Areas of special strengths of the proposed sabbatical

If the college is submitting multiple sabbatical requests in an academic year, the Dean will prioritize the complete list of applications to the Provost.

## 3.0 Sabbatical Leave Request

**SABBATICAL LEAVE AGREEMENT**

This Agreement entered into by and between the Institutional Board of Governors, (hereinafter referred to as "Board") on behalf of Marshall University (hereinafter referred to as "Institution"), and \_\_\_\_\_ (hereinafter referred to as

(Faculty Member)

"Faculty Member"), pursuant to West Virginia Code 18-26-8d and the Marshall University Board of Governors Policy AA-1 on Sabbatical Leaves, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**WITNESSETH:**

That for and in consideration of the obligations hereinafter assumed by the Faculty Member, the Board and Institution do covenant and agree to pay to the Faculty Member his/her full salary would a sabbatical last for one half the contract period had he/she performed his/her regular duties at the Institution. The Faculty Member will receive the equivalent of salary for one half of the contract period for a sabbatical that lasts the full contract period.

**FIRST:** The Faculty Member shall submit to the president of the Institution a detailed, written plan of activity which he/she proposes to follow while on sabbatical leave, which plan becomes a part of this Agreement. The plan may be amended at any time in writing, by mutual consent of the Faculty Member and the president of the Institution or his/her designated representative.

**SECOND:** While on sabbatical leave, the Faculty Member may not accept remunerative employment without the written consent of the president of the Institution or his/her designated representative. Fellowships, assistantships, or similar institutional stipends shall not be considered remunerative employment.

**THIRD:** Upon return from sabbatical leave and within sixty (60) days of resuming his/her faculty position in the fall semester, the Faculty Member shall file with the provost of the Institution a written report of his/her scholarly activities while on leave.

**FOURTH:** Upon completion of the sabbatical leave, the Faculty Member shall return to the Institution at which he/she taught prior to commencement of the sabbatical leave for a period of one (1) year and resume his/her duties or any duties assigned by the chairperson of his/her department or dean of his/her school. In the event the Faculty Member does not return to the Institution upon completion of sabbatical leave, he/she shall repay the compensation received by him/her during the leave. If he/she returns for a period of less than one (1) year, the repayment shall be prorated accordingly. Should the Faculty Member fail to repay his/her obligation either by service or monetary repayment, the Institution may take legal actions necessary to recover the outstanding obligation.

**FIFTH:** This Agreement shall become effective on the date specified on this Agreement and shall continue for so long as the Faculty Member's obligations to the Institution remain unfulfilled.

**SIXTH:** This Agreement contains all the agreements, conditions, understandings, representations and warranties made between the parties hereto with respect to the subject matter hereof, and may not be modified orally or in any manner other than by an agreement in writing signed by all parties hereto or their respective agents.

\_\_\_\_\_  
Faculty Member's Signature

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_, \_\_\_\_\_ (Faculty Member) a person known to me, personally appeared before me, a Notary Public, swore that he/she is the person named herein, and affixed his/her signature to this Agreement.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

Notary Public in and for \_\_\_\_\_ County, West Virginia

(Seal)

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Presidential Approval:

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University President's Signature

(Revised 2/07)

LEAVE ROUTING FORM

### 3.0 Post Sabbatical Report

The goal of the Post Sabbatical Report is for the faculty member to demonstrate the achievement of the goals of the Sabbatical Leave. The report will reflect the activities, projects and/or course work accomplished. This report is the tangible outcome which validates the direct benefit to the college, and/or university, and to the individual's professional development. In this section you will find guidelines for formatting and submitting the report.

Failure to comply with the stated deadline in the University's Personnel Calendar will require a request for an extension from Academic Affairs prior to the missed deadline, with an explanation for the delay and an estimated time of completion.

#### 3.1 Evaluation Process

Members of the Marshall University Board of Governors, the President of the University, and the Provost all will have access to the Post Sabbatical Report of each faculty member. Formal evaluation is the responsibility of the President, Provost, Dean and Chair of the faculty member, who will read evaluate post sabbatical leave reports to ensure that faculty have provided a substantive and detailed description of all pertinent areas of the proposal. If your report is found to be unsatisfactory, you will be so notified.

Sabbatical Leave recipients may be invited by the President to present a brief summary of the sabbatical leave project and outcomes to the Marshall University Board of Governors after their return from the leave.

#### 3.2 Guidelines and Format for Preparing Your Sabbatical Leave Report

The Post Sabbatical Report demonstrates the achievement of the goals of the Sabbatical Leave. Of note, often the report will be read and evaluated by individuals who have not been as immersed in the project as you have. Be sure a reader knows why you are telling them what you are telling them. It is important that the report follow the prescribed format and be as clear and informative as possible.

An electronic, typed, working copy of your sabbatical leave report will include:

- A Report Cover Page: name, department, title of project, term of leave, "Post Sabbatical Report"
- Table of Contents and consecutively numbered pages (beginning with the first page after the table of contents and including the appendices)
- Part I: A copy of selected pages from the original approved Sabbatical Leave Proposal which include:
  - The one-page Abstract
  - The one-page Summary of Expected Outcomes.
  - Any memos or letters requesting changes to your original proposal  
By referring to your original proposal, evaluators can better gauge whether or not your sabbatical achieved its stated goals.
- Part II: Summaries and Narrative
  - A one-page Summary of your sabbatical experience.
  - A one-page Summary of Achieved Outcomes  
Treat this summary as a "stand alone" document. Please be as clear and precise as possible in describing your outcomes. It is requested that you refer to your Summary of Proposed Outcomes as a starting point, addressing each achieved outcome in the same order.
  - A narrative which details the achievements by which your sabbatical leave activities will be evaluated. Please be as informative as possible, making clear how each activity satisfied the goals stated in your proposal. You may want to mention pitfalls and useful ideas that will help future applicants who read your report in preparation for writing their application for a similar project.
- Part III: Tangible Items/ Appendices (as applicable)

- Tangible items resulting from the project (books, articles, course-of-study outlines, sample screen printouts, creative endeavors, transcripts of grades, degrees, photographs, specimens, and/or other relevant materials) may be included in your appendices. It is important to clarify the use and relevance of items in the appendices as they are often discipline-specific and their use may not be clear to all readers.
- References should be made within your narrative to the appendices, particularly as they relate to the objectives accomplished.

### 3.3 Guidelines for Submitting Your Sabbatical Leave Report

The Post Sabbatical Report should be submitted by email to your chair and the dean first, and then the provost.

- 3.3.1 Both the chair and the dean will read and evaluate your post sabbatical leave reports to ensure that faculty have provided a substantive and detailed description of all pertinent areas of the proposal. If your report is found to be unsatisfactory, you will be notified. In this case, revise your report and resubmit.
- 3.3.2 After approval by your chair and the dean, submit your post sabbatical leave report to the provost.