

GLENVILLE STATE UNIVERSITY POLICIES

PERSONNEL POLICY 14

SABBATICAL LEAVE

14.1. General.

1.1. Scope - This policy establishes a uniform sabbatical leave plan for faculty members.

1.2. Authority - W. Va. Code §18B-1-6, 18B-8-3, and 18B-8-7

1.3. Effective Date – June 10, 2020

1.4. Revision of Former Policy -Repeals and replaces Title 131, Series 10 of the Board of Directors of the State University System and Glenville State University Policy 14 - Sabbatical Leave [2006].

14.2. Purpose.

2.1. Sabbatical leaves of absence may be granted for study in improving the professional preparation of the faculty member evidenced by regular full-time enrollment in an approved institution of higher education, for research, or for writing or other activity calculated to contribute to professional development and his/her usefulness to the University.

14.3. Eligibility.

3.1. To be eligible for sabbatical leave, the faculty member must have reached the rank of assistant Professor and must have completed a minimum of at least six years of full-time employment in a faculty rank at Glenville State 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.

14.4. 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 University 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, the President shall develop appropriate criteria for determining the usefulness of the proposed activity to the University and equitable procedures and standards for processing applications for leave.

14.5. Compensation.

5.1. Compensation is at the discretion of the University President. A sabbatical leave can be either paid or unpaid. Options for paid leave may include: full salary for one semester leave, or half salary for two semester leave

14.6. Obligations of the Faculty Member.

6.1 Applications for Sabbatical Leave must be submitted to the Vice President for Academic Affairs on or before November 1 for either the first or second semester of the following academic year or for both semesters. The application must include a detailed plan of the activity which he/she proposes to follow.

6.2 The Vice President for Academic Affairs makes a recommendation on the sabbatical leave request to the President who then reviews the request and makes the final recommendation.

6.3. 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.

6.4. While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.

6.5. 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.

6.6. Faculty members on paid sabbatical leave will be required to return to Glenville State University for a period of three full years upon completion of the leave. If the faculty member returns for less than the required three years of service, the amount of reimbursement due the University will be prorated based upon the number of years served by the faculty member at GSU after returning from sabbatical leave. Failure to return to Glenville State University after the sabbatical leave will obligate the faculty member to fully reimburse the University for salary received during the period of the leave.

14.7. Obligations of the University.

7.1. Any faculty member returning from leave shall be reinstated at the academic rank held prior to such sabbatical unless promoted to a higher rank and shall be entitled to such salary and any increases thereto appropriate to the rank and years of experience of such faculty member.

7.2 Compensation to a faculty member on sabbatical leave shall be paid from the regular personal services appropriations of Glenville State University.