

# **GLENVILLE STATE COLLEGE 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-7-2, §18B-1-6

1.3. Effective Date - April 19, 2006

1.4. Repeal of Former Rule -Revises and replaces Title 131, Series 10 of the Board of Directors of the State College System. This policy supersedes any or all previous Glenville State College policies in reference to sabbatical leave.

#### **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 College.

#### **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 College. 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 College 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 College and equitable procedures and standards for processing applications for leave.

#### **14.5. Compensation.**

5.1. Compensation is at the discretion of the College 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 faculty member must have a letter of support from his/her division chair who will submit a plan for shifting courses during the period of sabbatical leave to the Vice President for Academic Affairs. . The Vice President 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 College 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 College will be prorated based upon the number of years served by the faculty member at GSC after returning from sabbatical leave. Failure to return to Glenville State College after the sabbatical leave will obligate the faculty member to fully reimburse the College for salary received during the period of the leave.

#### **14.7. Obligations of the College.**

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 College.

Approvals:

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President

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Chair of the Board