Policy No. 17
Policy on Sabbatical Leave
Effective Date: 03/30/2006

Section 1. GENERAL
1.1 Scope: This policy specifies the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members.
1.2 Authority: West Virginia Code § 18B-1-6, 18B-7-2
1.3 Effective Date: March 30, 2006
1.4 Repeals and replaces Series 10, Title 131 dated August 9, 1992.

Section 2. PURPOSE
2.1 Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, study, or other activity designed to contribute to professional development and improve their teaching and usefulness to Concord University.

Section 3. ELIGIBILITY
3.1 Any person holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time employment at Concord University. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year. During this period, a maximum of two regular semesters in either an authorized part-time status or an authorized unpaid leave of absence may be counted toward eligibility for sabbatical leave if in the latter instance the leave of absence was for appropriate professional purposes. Separate summer school employment shall not be considered for sabbatical leave.

Section 4. CONDITIONS GOVERNING THE GRANTING OF SABBATICAL LEAVE
4.1 The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the institution at the time. Review of leave applications subsequent to an earlier leave will consider achievement during previous leaves. Sabbatical leave will be granted by the President of the University and notification of such action communicated to the Board of Governors.
4.2 The applicant for a sabbatical must first receive recommendation from their administrative head. The Concord Faculty Development Committee reviews the application package. The evaluation shall include whether the leave will further the professional development of the applicant and whether it is in the best
interest of the unit, taking into account the prevailing fiscal circumstances. A fully-approved application will be forwarded to the Vice President and Academic Dean for the president’s final approval after determining that equitable procedures and standards have been observed.

4.3 Leave may be available to several faculty members each year. The project proposal should indicate that appropriate arrangements to meet the faculty member's responsibilities have been made within the division. Adjunct faculty may be hired in situations where particular courses must be taught and resources are not adequate within the division to cover the classes. Hiring of adjunct faculty is subject to availability of funds and approval by the Vice President and Academic Dean. If arrangements cannot be made within the division, the proposal may be sent, nevertheless, to the committee for evaluation.

4.4 In addition to the salary compensation noted in Section 5. (below) faculty may request up to $1,000 to facilitate travel, research and other sabbatical expenses. The Vice President and Academic Dean will distribute these additional awards subject to the availability of allocated funds and funding of the faculty member’s responsibilities.

Section 5. COMPENSATION

5.1 A faculty member on sabbatical leave shall receive full salary for no more than one-half of the nine-month or twelve-month contract period or half-salary for no more than the full nine-month or twelve-month contract period. The maximum compensation will not exceed one-half of the annual salary regardless of the length of the sabbatical leave.

Section 6. OBLIGATIONS OF THE FACULTY MEMBER

6.1 An applicant for a sabbatical leave shall submit to the Concord Faculty Development Committee in writing a detailed plan of activity that they propose to follow. The approved plan shall not be modified without the written consent of the administrative head, Faculty Development Committee, and the Vice President and Academic Dean.

6.2 In accepting a sabbatical leave, a faculty member shall sign a statement indicating that they are aware of and that they agree 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 the President’s 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 their administrative head, the Concord Faculty Development Committee, and the Vice President and Academic Dean a written report of their scholarly activities while on leave.

6.5 A faculty member is obligated to return for a full year of full time service immediately upon completion of the leave. Failure to return will obligate the
faculty member to fully reimburse the institution for salary received during the period of the leave. If the period of employment after the leave is less than one year, repayment will be prorated accordingly.

6.6 The faculty member will be invited to participate in a public forum to disseminate accomplishment of sabbatical leave where appropriate.

Section 7. OBLIGATIONS OF THE INSTITUTION
7.1 A faculty member’s institutional position, status, and rank shall not be adversely affected solely by their absence while on sabbatical leave.

Section 8. PROCEDURES AND CRITERIA
8.1 Applicants for sabbatical leave will initiate the procedure by obtaining application forms from their administrative head. Information is also available from Concord Faculty Development Committee members.
8.2 Applications will be typewritten and include the following:
(a) Your personal professional data (résumé).
(b) The specific objectives of your sabbatical leave.
(c) The plan for achieving the stated objectives, including the time schedule of events.
(d) Why a sabbatical is required to achieve your proposed professional objectives.
(e) What will a sabbatical accomplish for you and how the program activities relate to your long-range professional objectives.
(f) Evidence of prior professional endeavors to confirm the proposed sabbatical activity.
(g) The impact your participation in this program may have on other units on campus.
(h) Documentation, where applicable, such as an invitation to a research institute, laboratory, museum, studio, government office, or other appropriate institution or setting.
(i) The ways in which the proposed work will further the goals of your unit and the University.
(j) Letter of support from your administrative head.
8.3 The administrative head, in recommending the applicant for sabbatical will verify that: (a) the applicant’s professional performance merits this award; (b) the benefits to be derived from the sabbatical are of value to the academic unit and/or to the University; (c) and the applicant meets the eligibility requirements. The administrative head must attest that the teaching load of the applicant will be provided by: appointment of part-time personnel, temporary suspension of one or more classes, and/or coverage by colleagues. However, modifications of scheduling should not adversely affect students’ normal progress toward degrees.
8.4. A complete application package is to be submitted by applicants to the Concord Faculty Development Committee on or before February 15th for a
sabbatical leave to begin the fall or spring semester of the following academic year. The Concord Faculty Development Committee will review sabbatical leave applications, recommendations, and supporting documents. The Committee will make its recommendations through the Vice President for Academic Affairs to the University President for final approval.