



FACULTY SABBATICAL

Policy Number: CU-AA-17

PURPOSE

This policy specifies the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members.

SCOPE

This policy is applicable to tenured faculty, regardless of rank, and specifies the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave.

POLICY

It is the policy of Concord University to grant sabbatical leave for a faculty member to engage in research, writing, study or other activity designed to contribute to professional development and improve his/her teaching and contributions to the University.

RESPONSIBILITY FOR IMPLEMENTATION

The Provost shall have primary responsibility for managing the use of Sabbatical Leave in the best interest of the University. The Provost may develop administrative processes, procedures, or forms for administering this policy. Sabbatical leave is not automatic and shall depend on the merits of the request and on conditions prevailing in the institution at the time.

ELIGIBILITY

Any person holding tenure is eligible to apply for sabbatical leave after the completion of at least six years of full-time employment at Concord University. Additional periods of service equivalent to six years of full-time service shall be required for subsequent eligibility. 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.

COMPENSATION

A faculty member on sabbatical leave may opt to take either a half-year sabbatical or a full-year sabbatical, depending on conditions and arrangements made. The faculty member 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.

A faculty member may opt to teach one or more courses while on sabbatical, applying the contract year's teaching duties across both semesters, in cases where no one with the appropriate background is available to teach a specific course, when postponing or moving the course to a different semester is not advisable, or when the proposed sabbatical leave project readily lends itself to such a part-time arrangement.

The university may permit or request a faculty member to teach a course as an overload during the sabbatical if needed by the university.

PROCEDURES AND CRITERIA

To apply for a sabbatical leave, the faculty member must submit a complete proposal to the department chair sufficiently in advance to permit review and discussion and submission to the Dean by the established deadline. The complete proposal and a letter from department chair must be submitted to the Dean of the College on or before February 15th for a sabbatical leave to begin the fall or spring semester of the following academic year.

The Office of the Provost will develop and make available a set of Guidelines for Sabbatical Proposals, which shall include but may not be limited to the following:

- Curriculum Vitae.
- Specific objectives of the sabbatical leave.
- The plan for achieving the specific objectives, including the time schedule of events.
- Discussion explaining how the sabbatical would be beneficial in achieving the specific objectives.
- Discussion explaining how the specific objectives relate to the professor's long-range professional objectives as a scholar and as a teacher.
- Evidence of prior professional endeavors to support the proposed sabbatical activity.
- Outside documentation, where applicable, such as an invitation to a research institute, laboratory, museum, studio, government office, or other appropriate institution or setting.

The chair will review the proposal and discuss with the applicant ways in which the proposed sabbatical could possibly be accommodated in the department's teaching schedule. After the conversation, the chair will submit the proposal to the Dean of the College, along with a letter outlining how the sabbatical could be accommodated in the department's teaching schedule, and her/his recommendation regarding the leave application. The Dean will review the proposal and the accommodation plan, determine its feasibility, and respond to the applicant and chair. The Dean may reject, postpone, or approve the proposal, notifying the faculty member and the department chair of the decision.

If the decision is to approve, the Dean, in recommending the applicant for sabbatical leave to the Provost and Vice President for Academic Affairs, 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 College and to the University;
- (c) and the applicant meets the eligibility requirements.

The Dean must describe how the teaching load of the applicant will be accommodated during the faculty member's absence, whether by appointment of part-time personnel, temporary suspension of one or more classes, and/or coverage by colleagues. However, modifications of scheduling shall not adversely affect students' normal progress toward degrees.

If the application is approved, the Dean will submit the proposal to the Provost and Vice President for Academic Affairs by March 15th.

The Provost and Vice President for Academic Affairs will approve or deny application for sabbatical by March 31st at the latest for the next academic year. Proposals applicable to future academic years may also be considered and possibly approved ahead of time.

Leave may be available to only a few faculty members each year determined by the university's fiscal situation and the extent the sabbaticals can be accommodated in the teaching schedule.

The Provost may consider the hire of adjunct faculty in situations where particular courses must be taught and resources are not adequate within the department to cover the classes. Hiring of adjunct faculty is subject to availability of funds and approval by the Provost.

OBLIGATIONS OF THE FACULTY MEMBER

Once a proposal is approved, it shall not be modified without the written consent of the Dean of the College and the Provost and Vice President for Academic Affairs.

In accepting a sabbatical leave, a faculty member shall sign a statement indicating that they are aware of and agree to all conditions of the leave as specified herein.

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

Upon completion of a sabbatical leave, faculty members shall file a written report of their scholarly activities while on leave, submitting copies to both the Dean of the College and the Provost and Vice President of Academic Affairs.

Except for a terminal sabbatical, 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.

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

OBLIGATIONS OF THE INSTITUTION

A faculty member's institutional position, status, and rank shall not be adversely affected solely by their absence while on sabbatical leave.

AUTHORITY FOR INTERPRETATION

The final authority for interpretation of this policy rests with the Provost.

AMENDMENTS

This Policy may be amended to change names, links to information, and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy and process document may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution's

rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

REFERENCE

HEPC Title 133, Series 9, WV Code 18B-7-3

Supersedes BOG Policy CU-AA-17, Sabbatical Leave, effective 3/30/2006

Supersedes and Supersedes Concord University Faculty Handbook sections on Sabbatical Leave.

APPROVAL

Intent to Plan/ Revise Approved by the CU Board of Governors: April 20, 2021

Approved by the Board of Governors: June 15, 2021

Effective Date: June 15, 2021