

West Virginia Northern Community College

SABBATICAL LEAVE RULE

Effective Date: March 24, 2005

Date Approved by President: March 24, 2005

Date Approved by Chancellor: April 8, 2005

Date Approved by WVNCC Board of Governors: March 24, 2005

Authority Reference:

Replaces previous policy dated: WVNCC Policy No. 4.1.17 effective July 1, 1999 and Institutional Regulation, "Sabbatical Leave," effective December 19, 1986

Purpose: Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, or other activity that contributes to professional development and/or his/her usefulness to the College.

Eligibility: Any person holding faculty rank and full-time appointment is eligible for sabbatical leave after the completion of at least seven years of full-time employment at WVNCC. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year.

Compensation:

A faculty member on sabbatical leave shall receive full salary and full benefits for no more than one half of the contract period or half salary and full benefits for no more than the full contract period.

Conditions Governing the Granting of Sabbatical Leave:

The awarding of sabbatical leave is not automatic but is contingent upon the merits of the request, availability of funds and the instructional needs of the College.

Procedures and Selection Process:

Any eligible faculty member may apply for a sabbatical leave by submitting a written proposal to the Dean of Academic Affairs using a Sabbatical Leave Request, Summary Sheet. The applicant shall discuss his/her intent to apply with

the Department Chair (or Program Director) or the Associate Dean. The proposal must include in detail the statement of purpose, objectives or goals, the rationale with explanation of how the leave would assist the faculty member professionally or personally, a timetable, and/or any supporting documents.

To apply for a sabbatical leave to begin in January, a faculty member must submit a proposal by October 15 of the preceding calendar year. To apply for a sabbatical leave to begin in August, a proposal must be submitted by March 1 of the same calendar year.

The Dean will consult with the Department Chair (or Program Director) and Associate Deans in the consideration of eligible applications and within one month will forward his/her recommendations to the President. The President shall make a final decision and notify the applicant(s) by December 1st and April 15th respectively.

Half year sabbatical requests that are denied due to lack of available funding may be continued to the next semester or revised to full year sabbatical at half pay.

Obligations of the Faculty Member:

An applicant for sabbatical leave shall submit in writing a detailed plan of the activity which he/she proposes to follow.

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.

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

Upon completion of a sabbatical leave, a faculty member shall file with the President of the college a written report of his/her scholarly activities while on leave. A faculty member is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the faculty member to reimburse the institution for salary received during the period of the leave.

Obligations of the College:

A faculty member's position, status, benefits, and rank shall not be adversely affected solely by his/her absence while on sabbatical leave.

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

SABBATICAL LEAVE REQUEST

SUMMARY SHEET

Name: _____

Degree Held/
Field of Study: _____

Present Position/
Academic Rank: _____

Department: _____

Dates of Full-time employment:
From _____ To _____ Total Years _____

Current Salary: _____ Date Tenured: _____

Date of last Sabbatical:

Summarize the results of previous leave(s), including the ways in which the goals of the College were advanced by the leave(s).

Dates of requested Sabbatical Leave:
From _____ To _____ No. of semesters _____

How will teaching, advising and other such duties be met during absence:

Salary: One semester at full pay _____ Two semesters at half pay _____

Grants or other financial assistance that will help finance the leave: yes _____ no _____

If so, name of source _____
and the amount _____

Leave Activities: On 2-4 attached pages, please describe the following (Please number each section):

- 1) The specific objectives of the leave;
- 2) The plan for achieving the stated objectives;
- 3) Your qualifications for the proposed task;
- 4) Documentation, where applicable, of an invitation to a research institute, laboratory, or other academic institution or setting;
- 5) The ways in which the proposed work will further the goals of the college.

Vita: Attached is an updated vita.

Sabbatical Leave Request
(continued)

In submitting this Sabbatical Leave Application, I have read and agree to the provisions of the West Virginia Northern Board of Governors' Rule No. XXX

(Applicant)

(Date)

The preceding Application for Sabbatical Leave proposes important research, personal growth or creative scholarly activity which will substantially further the applicant's Professional Developmental Plan and strengthen the Department and which meets the sabbatical leave requirements of WVNCC as outlined in the Faculty Handbook. I recommend that the application be approved.

(Department Chair (or Program Director)

(Date)

The preceding Application for Sabbatical Leave proposes important research, personal growth or creative scholarly activity which will strengthen the faculty at the College and which meets the sabbatical leave requirements of WVNCC outlined in the Faculty Handbook. I recommend that the application be approved.

(Associate Dean of Faculty)

(Date)

The preceding Application for Sabbatical Leave proposes important research, personal growth or creative scholarly activity which will strengthen the College and which meets the sabbatical leave requirements of WVNCC as outlined in the Faculty Handbook. I approve the application.

(Dean of Academic Affairs)

(Date)

The preceding Application for Sabbatical Leave proposes important research, personal growth or creative scholarly activity which will strengthen the College and which meets the sabbatical leave requirements of WVNCC as outlined in the Faculty Handbook. I approve the application.

(President)

(Date)