

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810**

SUBJECT: Sabbatical Leave for Full-time Faculty and Instructional Specialists

REFERENCE: West Virginia Code §18B-1-3; 18B-7-2

ORIGINATION: August 1992

EFFECTIVE: March 16, 2016

REVIEWED: ~~November 4, 2015~~ November 5, 2020

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to specify the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is limited in scope and application to full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College who are eligible for sabbatical leave under the terms of this policy. Part-time faculty members are not eligible for sabbatical leave.

SECTION 3. DEFINITIONS

- 3.1 Sabbatical Leave – A form of faculty development which provides leave with full or partial salary but free from all teaching and administrative duties to engage in educational activity related to an individual’s academic or professional field to improve teaching. Examples of uses of sabbatical leave may include: to renew/advance oneself in an area of expertise, learn new approaches to teaching/learning, undertake projects relating to the enhancement of learning and teaching by electronic means, or conduct research and development in relation to an academic field, the division’s curriculum, or a new specialization.
- 3.2 Vitae – A biographical sketch or account of one’s career and qualifications.
- 3.3 Full-time Faculty – An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.4 Instructional Specialist – A type of term appointment defined as those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to reappointment or to appointment as a tenure-track (probationary) or a tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy has no relation to other forms of leave that may be available to faculty members and instructional specialists. However, a faculty member or instructional specialists may not receive payment for sabbatical leave and for other types of wage replacement or employer provided benefit, such as short term disability, simultaneously.

SECTION 6. GENERAL PROVISIONS

- 6.1 Eligibility – Any full-time employee holding faculty rank is eligible for sabbatical leave after the completion of at least six years of continuous employment as a full-time faculty member or instructional specialists at Southern West Virginia Community and Technical College. Separate summer school employment shall not be considered in calculating the duration of employment. After completing a sabbatical leave, a faculty member or instructional specialists shall not again be eligible until the seventh subsequent year. Separate summer school employment shall not be considered for sabbatical leave.
- 6.2 Conditions Governing the Granting of Sabbatical Leave – The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the College at the time. All applications for sabbatical leave shall be considered solely upon the criteria contained in this policy. The faculty member must be actively at work during the semester preceding the commencement of the sabbatical leave period. Sabbatical leave will be granted by the President.
- 6.3 Application Time Line – The application for sabbatical leave must be submitted during the fall semester of the academic year prior to the year for which sabbatical leave is requested. Faculty are urged to discuss plans to request a sabbatical leave with his/her ~~Division Head~~ Dean early in the semester to establish a dialogue about the value of proposed activities to the faculty member and to the institution.
- 6.3.1 ~~Division Heads~~ Deans seeking sabbatical leave must work with the ~~Vice President for Academic Affairs~~ Chief Academic Officer in developing his/her proposal and apply to the same by the date proposals are due to the ~~Division Head~~ Dean below.
- 6.3.1.1 November 1 – Sabbatical Proposals are due in the office of the ~~Division Head~~ Dean. (For ~~Division Heads~~ Deans requesting sabbatical leave, the proposals are due in office of the Vice President.) The ~~Division Head~~ Dean shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.
- 6.3.1.2 November 15 – Sabbatical Proposals and recommendations from the ~~Division Head~~ Dean are due in the office of the Vice President. The ~~Vice President for Academic Affairs~~ Chief Academic Officer shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.
- 6.3.1.3 December 1– Sabbatical Proposals with recommendations from the ~~Division Head~~ Dean and ~~Vice President for Academic Affairs~~ Chief Academic Officer are due in the President's Office. The President may request a personal interview with a faculty member to answer questions concerning the proposal.

- 6.4 Sabbatical Proposal – The Sabbatical Proposal shall be assembled as follows:
- 6.4.1 Sabbatical Leave Request Form – It must be typed on form SCP-2810.A or in the same format.
 - 6.4.2 The Proposal – This must be typewritten and contain the following categories:
 - 6.4.2.1 Proposed Activities and Time Line – Details the activities planned during the sabbatical leave period and the time line by which each will be accomplished. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. A timetable of major events for the completion of the proposal must be included. The time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section.
 - 6.4.2.2 Merit of the Proposal – Describes the value or benefit of the proposed activities to the individual faculty member and to the institution. This section must contain all information necessary to permit an effective review. It should describe the proposal in sufficient detail to enable the President to know what is planned at every stage and to make a tentative judgement as to the probable success of the proposed plan. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. The narrative description must include a detailed explanation of what the proposal intends to do. A rationale for the-proposal and a statement of the impact proposal will have on the institution, the individual and the community should be included. In addition the description must identify present knowledge, available resources, and creative potential associated with the proposal.
 - 6.4.2.3 Justification for Proposal – Describes the accomplishments of the applicant in order to prepare for the endeavors outlined in the request. This section provides justification for the granting of sabbatical leave. For example, it may describe the faculty member or instructional specialists’ progress toward completion of a degree, including the courses completed and describing the remaining courses, research, or internship necessary to complete his/her degree requirements. All preliminary tasks undertaken prior to the request should be identified.
 - 6.4.2.4 Current Vitae – This vitae must include the information necessary for the President’s evaluation. Reference is made to the Criteria to be used in Evaluation.
- 6.5 Criteria to be Used in Awarding Sabbatical Leave:
- 6.5.1 Merit Proposal – The major purpose of a sabbatical leave is to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution’s academic and service programs strengthened. Close consideration shall be given to the nature of the applicant’s assignment and to differences among the many disciplines represented in a community and technical college.
 - 6.5.2 Accomplishments of the Applicant – Evaluation of accomplishments while at Southern West Virginia Community and Technical College since any previous sabbatical shall be based on the merit factors normally used as criteria for merit raises, such as: professional experience; professional papers and talks; leadership activities; college and senate committee assignments; publications, research, scholarly, or creative effort completed and in progress; membership in professional organizations, including offices held; community activities and services which are professionally-related; and other

accomplishments and recognition of significance.

6.5.3 Number of years salaried, full-time professional service at Southern West Virginia Community and Technical College since last hire date or last sabbatical leave, whichever is least, shall be considered.

6.5.4 Although an advanced degree may be a residual of a sabbatical leave proposal, emphasis shall be placed on the benefits to the faculty member, the institution and the community.

6.6 Compensation – A faculty member or instructional specialist on sabbatical leave shall receive full salary for no more than one-half of the academic year or half salary for no more than the full academic year.

SECTION 7. RESPONSIBILITIES

7.1 Obligations of the Faculty Member or Instructional Specialist:

7.1.1 An applicant for a sabbatical leave shall discuss the proposal with his/her ~~Division Head~~ Dean, prepare the proposal and request for sabbatical leave form, and submit the packet to his/her ~~Division Head~~ Dean before deadline dates specified in this policy. The plan proposal, as approved will represent the faculty member or instructional specialists' assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the President or his/her designee.

7.1.2 Upon receiving approval for sabbatical leave, the faculty member or instructional specialists shall execute a promissory note / memorandum of understanding reflecting the amount of compensation to be received while on sabbatical leave. After completion of the service obligation, the note shall be marked "paid" and returned to the faculty member or instructional specialists.

7.1.3 In accepting a sabbatical leave, a faculty member or instructional specialists shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.

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

7.1.5 Faculty or instructional specialists on approved sabbatical leave are required to report any changes in, or that may affect the status of his/her sabbatical leave or benefit eligibility. Examples may include but are not limited to long term illness or injury that affects the ~~faculty's~~ individuals ability to meet obligations, changes in marital status, or other situations that may affect his/her benefit status.

7.1.6 Upon completion of a sabbatical leave, a faculty member or instructional specialists shall file with the ~~Vice President for Academic Affairs~~ Chief Academic Officer a written report of his/her scholarly activities while on leave. The report shall address all objectives and activities approved in the original request and be submitted within thirty days of return to service.

7.1.7 A faculty member or instructional specialists is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the ~~faculty member~~ individual to fully reimburse the institution for salary received during the period of the leave.

7.2 Obligations of the ~~Division Head~~ Dean.

- 7.2.1 Work in an advisory capacity with the faculty applicant to help ensure the proposed sabbatical leave complies with the intent of this policy and is beneficial to the faculty member, the department, the division, and the institution.
- 7.2.2 Prepare a letter to the ~~Vice President for Academic Affairs~~ Chief Academic Officer containing comments and recommendation for approval or denial of the request.
- 7.2.3 Arrange coverage of classroom or other workload responsibilities of the requesting faculty member. The ~~Division Head~~ Dean may ask for suggestions or recommendations from the requesting faculty member, however, the responsibility for finding temporary replacement personnel or revising teaching schedules of other members of the division rests with the ~~Division Head~~ Dean. The ~~Division Head~~ Dean will contact the Human Resources Office for assistance in recruiting replacement personnel no later than the spring semester of the year preceding commencement of the sabbatical leave.

7.3 Obligations of the ~~Vice President for Academic Affairs~~ Chief Academic Officer:

- 7.3.1 The ~~Vice President for Academic Affairs~~ Chief Academic Officer will be responsible for the implementation of this policy and will provide all support services necessary to carry out its provisions.
- 7.3.2 The ~~Vice President for Academic Affairs~~ Chief Academic Officer will prepare a letter to the President containing comments and recommendations for approval or denial of the request.

7.4 Obligations of the President’s Office and the Institution:

- 7.4.1 Upon consideration and final approval or denial, the President’s Office will send the original application packet with related correspondence and outcomes to the Human Resources Office for appropriate processing, reporting and record keeping.
- 7.4.2 A faculty member’s institutional position, status, and rank will not be adversely affected solely by his/her absence while on sabbatical leave.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair Date

President

Date

Attachments: SCP-2810-A, *Sabbatical Leave Request*
SCP 2810-B, *Sabbatical Leave Promissory Note*

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: November 2, 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

November 4, 2015 – Revisions reflect no substantial changes in procedure or documentation. Revisions provide clarity and reflect changes in job titles. Forms reviewed and job titles revised.

November 5, 2020 – Revisions provide clarity and changes in job titles to reflect the current organizational chart. The definition for Instructional Specialist was added for consistency. Forms were reviewed and job titles revised.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.A
SABBATICAL LEAVE REQUEST**

1. Name: _____
2. Dates of continuous full-time employment as a faculty member:
From: _____ To: _____ Total years _____
3. Dates of last sabbatical leave:
From: _____ To: _____
4. Dates requested for sabbatical leave:
From: _____ To: _____

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave For Full-time Faculty*. I agree to file a written report with the ~~Vice President for Academic Affairs~~ Chief Academic Officer of my activities and accomplishments during the sabbatical leave within 30 days of my return to work.

Attachments:

- Proposal
- Current Vitae

Per attached letter, I recommend approval of this leave.

- Yes No

Per attached letter, I recommend approval of this leave.

- Yes No

- Approved Denied

Faculty Member's Signature	Date
Division Head's <u>Dean's</u> Signature	Date
Vice President for Academic Affairs' <u>Chief Academic Officer's</u> Signature	Date
President's Signature	Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.B**

**SABBATICAL LEAVE
PROMISSORY NOTE and MEMORANDUM OF UNDERSTANDING**

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave for Full-time Faculty*.

I agree to return to the full time service of the College and work therein for a period of one year. If I fail to return to work for a period of one year, I agree to re-pay Southern West Virginia Community and Technical College an amount equal to the amount of salary and benefits paid me during the sabbatical leave period.

I understand that my position, status and rank shall not be adversely affected by my absence due to the sabbatical leave, and that I will receive any pay raises or other benefits that would have been afforded me had I not been on sabbatical leave.

I understand that the length of sabbatical governs the amount of pay I receive. The length of my sabbatical and requisite amount of compensation I will receive is:

- One semester sabbatical leave paid at my regular base salary for the semester.
- One academic year of sabbatical leave paid at one half my annual base salary.

I understand and agree that the final agreed upon proposal, as approved by the President, is my assignment for the period of sabbatical leave and that the proposal may not be modified without the written consent of the President or his/her designee.

I agree to provide a detailed report of my activities and accomplishments to the Vice President for Academic Affairs within 30 days of my return to work.

I agree and understand that I may not accept remunerative employment without the written consent of the President or his/her designated representative.

Printed Name	Signature	Date
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STATE OF WEST VIRGINIA, COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by

My commission expires: _____

NOTARY PUBLIC

~~Vice President for Academic Affairs~~ Chief Academic Officer's Signature

Date

President's Signature _____ Date _____