

**WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY #3**

**SABBATICAL LEAVE  
West Virginia University and Regional Campuses**

**Section 1. General**

- 1.1 This policy establishes a uniform sabbatical leave policy for faculty members.
- 1.2 Authority. – W. Va. Code §18B-7-2
- 1.3 Effective Date. – April 12, 2002

**Section 2. Purpose**

- 2.1 Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, or other activity calculated to contribute to professional development and his/her value to West Virginia University.

**Section 3. Eligibility**

- 3.1 Any person holding faculty rank is eligible for sabbatical leave after completion of at least six years of full-time employment in a faculty rank. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year as a regular member of the faculty. During this period of time 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 provided that in the latter instance the leave of absence was for appropriate professional purposes. Separate summer school employment shall not be counted toward eligibility for sabbatical leave.

**Section 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 at the university at the time. Review of leave applications subsequent to an earlier leave will consider achievement during previous leaves. Sabbatical leave recommendations will be approved by the president's designee. Each year the designee will forward information on approved sabbatical leaves to the Board of Governors.

- 4.2 The applicant for a sabbatical leave will forward the application to the department chair and the dean for review and endorsement. The review shall determine 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 president's designee for final approval after determining that equitable procedures and standards have been observed.

#### **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 sabbatical leave shall submit in writing a detailed plan of the activity that he/she proposes to follow. The plan, as approved, will represent the faculty member's assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the president's designee.
- 6.2 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 therein.
- 6.3 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the president's designee. 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 the president's designee a written report of his/her scholarly activities while on leave.
- 6.5 A faculty member is obligated to return for a full contract year of service upon completion of the leave. Failure to return will obligate the faculty member to reimburse in full the institution for salary and benefits received during the period of leave.

#### **Section 7. Obligations of the Institution**

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