

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Rule No. AA-1

### SABBATICAL LEAVE

#### General

- 1.1. Scope: This policy establishes a uniform sabbatical leave plan for faculty members.
- 1.2. Statutory References: W. Va. Code §§18B-7-2, 18B-1-6
- 1.3. Passage Date: August 6, 2024
- 1.4. Effective Date: September 19, 2024
- 1.5. Background: Replaces Board of Trustees Series No. 10 which was transferred by the Higher Education Policy Commission to the institutional boards of governors. This policy was previously numbered as MUBOG Policy No. 6. The current update was approved by the Marshall University Board of Governors on October 22, 2020. The policy was updated and approved by the Marshall Board of Governors on April 29, 2021. This rule was updated (recategorization of polices and rules) by the Marshall Board of Governors on December 13, 2023.

#### Policy:

- 2.1. A sabbatical leave is a merit-based professional development activity that allows faculty to enhance their potential as teachers, artists, and scholars, and thereby make additional contributions to the missions of Marshall University.

#### Eligibility:

- 3.1. Any person holding faculty rank in a permanent position (including clinical and library faculty) at Marshall University is eligible to apply for sabbatical leave after completion of at least six years of full-time employment at Marshall University.
- 3.2. After completing a sabbatical leave, a faculty member will not be eligible for another sabbatical leave for the subsequent six academic years of full-time employment.

#### Conditions Governing the Granting of Sabbatical Leave:

- 4.1. Each year, the President or designee will announce to faculty by May 1 or the next business day the number of sabbatical leaves available for each College for the following academic year. The number may vary based on conditions prevailing in the institution at the time.
- 4.2. Each college will develop a rigorous, multi-level, qualitative and quantitative

process to evaluate the merits of each sabbatical proposal as a substantive professional development project. This process should include a written description of how sabbatical applications are evaluated and include an application scoring rubric and checklist. Additionally, each college will outline procedures for evaluating post-leave reports including a written description of how post-leave reports are evaluated and include a post-leave report scoring rubric. After reviewing each college's evaluation procedures for sabbatical approval and post-leave reports, the University Faculty Senate Personnel Committee, in consultation with the Chief Academic Officer, will approve or deny each college's procedures and verify receipt of its post-leave reports. Upon receipt of sabbatical applications, the University Faculty Personnel Committee will review applications and make approval or denial recommendations to the Chief Academic Officer.

- 4.2.1 Faculty members will submit their application for sabbatical leave in the next academic year to their immediate supervisors by September 1 or the following business day. Immediate supervisors will have two weeks to review applications and make written recommendations (based on approved scoring mechanisms described in 4.2) to their College Deans by September 15 or the next business day. Deans will then prepare these sabbatical applications to be distributed to the College-level Faculty Personnel Committees who will review and evaluate applications based on approved scoring mechanisms described in 4.2 and provide a written recommendation to their respective Dean by October 1 or the next business day. Deans will review the sabbatical application packets and recommendations made by immediate supervisors and College-level Faculty Personnel Committees, will make their own written recommendations (based on approved scoring mechanisms described in 4.2) and forward those, along with all previous recommendations, scoring rubrics, and sabbatical application packets to the Chief Academic Officer, or designee by October 15 or the next business day. The Chief Academic Officer or designee will prepare sabbatical application packets (including prior recommendations and scoring rubrics) and forward them to the University Faculty Personnel Committee by November 1 or the next business day. The University Faculty Personnel Committee will review all application materials, previous scoring rubrics, and recommendations and prepare a written recommendation to the Chief Academic Officer by December 1 or the next business day. The Chief Academic Officer will review all sabbatical application packets (including scoring rubrics and previous recommendations) and will make a recommendation to the University President by January 15 or the next business day. Each step of this process is independent of the other. Following the leave, faculty members will have 30 days to complete a comprehensive post-leave report.
- 4.3. The President will issue final decisions on sabbatical leaves by January 29 or the next business day and will present the Board of Governors with the approved sabbatical project proposals. Faculty members will be notified of their sabbatical application status within seven days following the President's decision.

### **Compensation:**

- 5.1. Sabbaticals for faculty on nine-month contracts may span either one-half or one full academic year (fall and/or spring terms). Sabbaticals for faculty on twelve-month contracts may span a period of either six or twelve months. A faculty member on sabbatical leave will receive full base salary for no more than one-half of the contract period or half base salary for no more than the full contract period.

### **Obligations of the Faculty Member:**

- 6.1. Each applicant will submit an application that follows procedures as established under 4.2.1.
- 6.2. In accepting sabbatical leave, a faculty member will sign a statement indicating that they are aware of and agree to all conditions of the leave as specified therein. If conditions prevailing in the institution at the time require it, those conditions can be renegotiated among the faculty member, their chair, dean, and Chief Academic Officer.
- 6.3. While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or representative. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.
- 6.4. Upon completion of a sabbatical leave the faculty member will submit to their immediate supervisor, Dean, Chief Academic Officer, and President or their designees a comprehensive post-leave report. These reports will be evaluated at the College Level based on approved post-leave report evaluation mechanisms (established under 4.2).
- 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 fully the institution for their total compensation received during the period of the leave.

### **Obligations of the University:**

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