

# **NEW RIVER COMMUNITY AND TECHNICAL COLLEGE**

## **BOARD OF GOVERNORS**

### **POLICY NO. 4**

#### **TITLE : SABBATICAL LEAVE**

#### **SECTION 1. GENERAL**

- 1.1 Scope - This rule specifies the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members of New River Community and Technical College.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-7-2, 18B-1-9
- 1.3 Filing Date - July 10, 1992
- 1.4 Effective Date – July 1, 2003
- 1.5 Replaces Title 131, Interpretive Rule, Series 10, Effective Date - August 9, 1992
- 1.5 Repeal of Former Rule - Repeals and replaces Series 10 effective July 2, 1990.
- 1.6 Approved by BSC BOG: March 18, 2004
- 1.7 Accepted by New River BOG: March 1, 2005

#### **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 her/his usefulness to the college.

#### **SECTION 3. ELIGIBILITY**

- 3.1 Any person holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time employment at New River Community and Technical College. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year. Separate summer school employment shall not be considered for sabbatical leave.

#### **SECTION 4. CONDITIONS GOVERNING the GRANTING of SABBATICAL LEAVE**

- 4.1 The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the colleges at the time. Sabbatical leave will be granted by the president and notification of such action communicated to the College Board of Governors. The president shall provide an annual report to board members summarizing the number of sabbatical

leaves granted by the institution during the previous year, the disciplines of the faculty members, and whether the leaves were for full salary for no more than half the contract period or for half salary for no more than the full contract period.

- 4.2 In consultation with the faculty, the president shall develop appropriate criteria for determining the usefulness of the proposed activity to the institution and equitable procedures and standards for processing applications for leaves.

#### **SECTION 5. COMPENSATION**

- 5.1 A faculty member on sabbatical leave shall receive full salary for no more than one half of the contract period or half salary for no more than the full contract period. If a faculty member's salary is not paid wholly from state funds, the president shall so inform the College Board of Governors.

#### **SECTION 6. OBLIGATIONS of the FACULTY MEMBER**

- 6.1 An applicant for a sabbatical leave shall submit to the president in writing a detailed plan of activity, which he/she proposes to follow.
- 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 herein.
- 6.3 While on sabbatical leave, a faculty member may accept remuneration; however, such remuneration will be deducted from the amount of compensation received by the employee from Community and Technical College. 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 of the college a written report of her/his scholarly activities while on leave.
- 6.5 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 fully reimburse the institution for salary and/or benefits received during the period of the leave.

#### **SECTION 7. OBLIGATIONS of the INSTITUTION/SYSTEM**

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