

# GLENVILLE STATE UNIVERSITY POLICIES

## PERSONNEL POLICY 14

### SABBATICAL LEAVE

#### 14.1. General.

1.1. Scope This policy establishes a uniform sabbatical leave plan for faculty members.

1.2. Authority W. Va. Code §18B 1 6, 18B 8 3, and 18B 8 7 Purpose.

2.1. Sabbatical leaves of absence may be granted for the preparation of the faculty member evidenced

by regular full time enrollment in an approved institution of higher education, for research, or for writing or other activity calculated to contribute to professional development and his/her usefulness to the University.

#### 14.3. Eligibility.

3.1. To be eligible for sabbatical leave, the faculty member must have reached the rank of assistant Professor and must have completed a minimum of at least six years of full time employment in a faculty rank at Glenville State University. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year of full time employment. Separate summer school employment shall not be counted toward eligibility for sabbatical leave.

#### 14.4. 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 in the University at the time. Sabbatical leave recommendations will be approved by the President of the institution or his/her designated representative. Each year the President will forward information on approved sabbatical leaves to the Board of Governors.

4.2 In consultation with the faculty, the President

#### **14.5. Compensation.**

5.1. Compensation is at the discretion of the University President. A sabbatical leave can be either paid or unpaid. Options for paid leave may include: full salary for one semester leave, or half salary for two semester leave

#### **14.6. Obligations of the Faculty Member.**

7.2 Compensation to a faculty member on sabbatical leave shall be paid from the regular personal services appropriations of Glenville State University.