

**SHEPHERD COLLEGE  
BOARD OF GOVERNORS  
POLICY 5**

**TITLE : SABBATICAL LEAVE**

*SECTION 1. GENERAL*

- 1.1 Scope - This policy specifies the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-7-2, 18B-1-9
- 1.3 Effective Date – January 10, 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 usefulness to the college.

*SECTION 3. ELIGIBILITY*

- 3.1 Any person holding faculty rank (as defined in Section 3.3 of Policy 19 of the Board of Governors) is eligible for sabbatical leave after the completion of at least six years of full-time employment at the institution. 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 institution at the time. Sabbatical leave will be granted by the President, who shall make an annual report to Board members summarizing the number of sabbatical leaves granted 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 The criteria for determining the usefulness of the proposed activity to the institution and equitable procedures and standards for processing applications for leaves shall be developed and maintained by the President in consultation with the faculty.

*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 allocated

by the Board of Governors, the President shall so inform the Board in the annual report.

*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 not accept remunerative employment without the written consent of the President or his/her designated representative. 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 a written report of his/her 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 received during the period of the 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 absence while on sabbatical leave.