

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 3**  
**TITLE: SABBATICAL LEAVE**

**Effective date: July 1, 2008**

**Amended:**

**Repealed:**

---

**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: July 1, 2008

**SECTION 2. PURPOSE**

- 2.1 Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, study, or other activity designed to improve teaching and usefulness to the College.

**SECTION 3. ELGIBILITY**

- 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 Pierpont Community & 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 College at the time. Sabbatical leave will be granted by the President of the College and notification of such action communicated to the Board of Governors. The President or his/her designee shall provide an annual report to governing board members summarizing the number of sabbatical leaves granted by the College 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.

**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 of the College 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 full time service immediately 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. If the period of employment after the leave is less than one year, repayment will be prorated accordingly.

## **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.

## **SECTION 8. PROCEDURES AND CRITERIA**

- 8.1 Applicants for sabbatical leave will initiate the procedure by obtaining application forms from their administrative head(s).
  - 8.1.1 Applications will include: 1) personal professional data; 2) a typewritten proposal detailing the activity to be pursued; and 3) relevant supporting documents. Completed application forms will be submitted by applicants to their administrative head(s) on or before December 1 for a sabbatical leave to begin the fall or spring semester of the following academic year.
  - 8.1.2 The administrative head(s), in recommending the applicant for sabbatical will verify that:
    - 8.1.2.1 The applicant's professional performance merits this award; the benefits to be derived from the sabbatical are of value to the academic unit and/or to the College; and the applicant meets the eligibility requirements.
    - 8.1.2.2 The teaching load of the applicant will be provided by the following: appointment of part-time personnel, temporary suspension of one or more classes and/or coverage by colleagues.
    - 8.1.2.3 It is possible to replace the applicant without additional cost to Pierpont and without modifications of scheduling that would adversely affect students' normal progress toward degrees.
- 8.2 Sabbatical leave applications, recommendations and supporting documents will be presented by the administrative head(s) to the College Vice President for Administration on or before December 15 for a sabbatical leave to begin the fall or spring semester of the following academic year.

- 8.3 The College Vice President for Administration will forward the sabbatical leave file to the Faculty Personnel Committee.
- 8.4 After thorough review, the Committee will make its recommendations through the College Vice President for Administration to the College President for final approval.