

Faculty Handbook 2019 Revision

2.15.3 Sabbatical Leave

Tenured faculty may apply for a sabbatical leave for professional renewal or creative and scholarly activities upon the completion of a seven-year period of service to the University. This policy also applies to faculty administrators who are returning to tenured faculty positions. Procedures for granting sabbaticals will be periodically reviewed by the Faculty Policies Committee of the Faculty Senate.

2.15.3.1 Guidelines for the Granting of Requests for Sabbatical Leave

Applicants are encouraged to review the “Instructions for Completing Application for Sabbatical Leave” available in the *Academic Procedures Manual* and posted with related forms on designated Faculty Senate online locations. These documents provide details about what to include in the Sabbatical Leave application package.

- A formal application must be completed and submitted to the department chair or director/administrator at least by November 1 PRIOR to the academic year in which the leave is requested. Applications for sabbatical leave must be reviewed and approved by the department chair (or director/administrator), college dean, the Sabbatical Leave Subcommittee of the Academic Environment Committee, and Provost before submission to the President and Board of Visitors. Applicants should receive official notification of the Board of Visitor’s action on the request no later than the end of January before the academic year for planned sabbatical leave.
- Once approved by the President and the Board of Visitors, the funds must be made available to the faculty members that have been approved for sabbatical leave for certain period. Individuals receiving sabbatical leave for one semester (4.5 months) will receive one-half of regular 9-month salary. For individuals receiving sabbatical leave for one academic year (9 months), the University should provide no less than one-half of the regular 9-month salary and whenever possible should provide the full 9-month salary. For faculty members with 10-month or 11-month employment, the fund for the approved sabbatical period will be proportional to the total number of months of yearly employment. The agreement between the University and the faculty member approved for sabbatical leave must be signed by both parties by the end of February before the academic year for planned sabbatical leave.
- While on sabbatical leave, the faculty member may not accept full-time employment without the written consent of the president of the University or his/her designated representative. Fellowships, assistantships, or similar institutional stipends shall not be considered remunerative employment.
- Upon completion of a sabbatical leave, the faculty member should return to full employment at the University but should be required to serve for no more than the time of the sabbatical leave that was fully funded by the University.

**VIRGINIA STATE UNIVERSITY
SABBATICAL LEAVE AGREEMENT**

THIS AGREEMENT is entered into by and between the Institutional Board of Visitors (hereinafter referred to as "Board") on behalf of Virginia State University (hereinafter referred to as "Institution"), and _____ (hereinafter referred to as "Faculty Member").
(Name of Faculty Member)

For and in consideration of the obligations hereinafter assumed by the Faculty Member, the Board and Institution do covenant and agree to pay to the Faculty Member his/her full salary for the approved sabbatical leave period.

FIRST: The Faculty Member shall submit to the president of the Institution a detailed, written plan of activity which he/she proposes to follow while on sabbatical leave, which plan becomes a part of this Agreement. Guidelines for the completion of this plan and the submission have been provided by the Institution's Sabbatical Leave Subcommittee.

SECOND: While on sabbatical leave, the Faculty Member may not accept full-time employment without the written consent of the president of the Institution or his/her designated representative. Fellowships, assistantships, or similar institutional stipends shall not be considered remunerative employment.

THIRD: Upon return from sabbatical leave and within sixty (60) calendar days of resuming his/her faculty position, the Faculty Member shall file with his/her department chair and dean/director a written report of his/her scholarly activities while on leave. The report will be forwarded within 30 calendar days to the Office of the Provost/Vice President for Academic Affairs.

FOURTH: Upon completion of the sabbatical leave, the Faculty Member shall return to the Institution at which he/she taught prior to commencement of the sabbatical leave for a period of the same length as the sabbatical leave that was fully funded by the Institution and resume his/her duties or any duties properly assigned by the chairperson of his/her department or dean of his/her school. In the event the Faculty Member does not return to the Institution upon completion of sabbatical leave, he/she shall repay the compensation from the Institution plus interest received by him/her during the leave. If he/she returns for a period of less than the time of the funded leave, the repayment shall be prorated accordingly.

FIFTH: This Agreement shall become effective on the first date of the Faculty Member's sabbatical leave and shall continue for so long as the Faculty Member's obligations to the Institution remain unfulfilled.

SIXTH: This Agreement contains all the agreements, conditions, understandings, representations and warranties made between the parties hereto with respect to the subject matter hereof, and may not be modified orally or in any manner other than by an agreement in writing signed by all parties hereto or their respective agents.

Faculty Member's Signature

Date of Signature: _____

University President's Signature

Date of Signature: _____