

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #2

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: STATE COLLEGE SYSTEM BOARD OF DIRECTORS TITLE NUMBER: 131
RULE TYPE: Interpretive; CITE AUTHORITY 18B-1-6, 18B-7-2, 18B-1-9
AMENDMENT TO AN EXISTING RULE: YES NO
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 10
TITLE OF RULE BEING AMENDED: Sabbatical Leave
IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____
TITLE OF RULE BEING PROPOSED: _____

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON June 19, 1992 AT 4:30 p.m.
ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Jo Ann Raines
Public Information Officer
State College & University Systems
1018 Kan. Blvd., E.
Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

Jo Ann Raines

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

2.70

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Sabbatical Leave

Type of Rule: Legislative Interpretive Procedural

Agency: State College System
Board of Directors Address 1018 Kan. Blvd., E.,
Charleston, WV 25301

1. Effect of Proposed Rule:	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Personal Services	0	0	0	0	0
Current Expense	0	0	0	0	0
Repairs and Alterations	0	0	0	0	0
Equipment	0	0	0	0	0
Other	0	0	0	0	0

2. Explanation of above estimates:

N/A

3. Objectives of these rules:

N/A

4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

N/A

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of citizens.

N/A

C. Economic Impact on Citizens/Public at Large.

N/A

Date: May 7, 1998

Signature of Agency Head or Authorized Representative

John Rain

**TITLE 131
INTERPRETATIVE RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 10**

Series 10 establishes a uniform sabbatical leave plan for State College System personnel.

The revisions to the existing rule grant institutional presidents approval authority with notification of such action to the chancellor.

**TITLE 131
INTERPRETATIVE RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 10**

TITLE : SABBATICAL LEAVE

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**TITLE 131
INTERPRETIVE RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 10**

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 in the State College System of West Virginia.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-7-2, 18B-1-9
- 1.3 Filing Date -
- 1.4 Effective Date -
- 1.5 Repeal of Former Rule - Repeals and replaces Series 10 effective July 2, 1990.

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 is eligible for sabbatical leave after the completion of at least six years of full-time employment at the institution where presently employed. 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 of the institution and notification of such action communicated to the chancellor ~~who shall include such action in his/her Chancellor's report and in the Board's approved minutes~~ and kept on file in the chancellor's office.
- 4.2 In consultation with the faculty, the presidents of the state colleges 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 allocated by the Board of Directors, the president shall so inform the chancellor.

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 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/SYSTEM

- 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.