

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
**KEN HECHLER**  
**ADMINISTRATIVE LAW DIVISION**

Form #5

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FILED IN THE OFFICE OF  
THE SECRETARY OF STATE  
THIS DATE June 1, 1990  
ADMINISTRATIVE LAW DIVISION

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Board of Directors TITLE NUMBER: 131

CITE AUTHORITY: 18B-1-6; 18B-7-2; 18B-1-9

RULE TYPE: PROCEDURAL \_\_\_\_\_ INTERPRETIVE x

EXEMPT LEGISLATIVE RULE \_\_\_\_\_  
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES x, 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 ADOPTED: \_\_\_\_\_

TITLE OF RULE BEING ADOPTED: \_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS July 2, 1990

Stephen E. Haidt, Jr.

2,50

TITLE 131  
INTERPRETIVE RULE  
BOARD OF DIRECTORS OF THE STATE COLLEGE SYSTEM  
SERIES 10  
POLICY BULLETIN NO. 10

TITLE: Sabbatical Leave

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TITLE 131

INTERPRETATIVE RULE

BOARD OF DIRECTORS OF THE STATE COLLEGE SYSTEM

SERIES 10

POLICY BULLETIN NO. 10

TITLE: Policy Regarding Sabbatical Leave

Section 1. General

1.1 Scope That the Board of Directors of the State College System, consistent with the provisions of the West Virginia Code, Chapter 18B, section two, article seven, hereby adopts the following uniform Sabbatical Leave Plan, and herewith rescinds all Sabbatical Leave Plans previously established for educational personnel under the Board of Directors.

1.2 Authority West Virginia Code 18B-1-6  
18B-7-2, 18B-1-9.

1.3 Filing Date - June 1, 1990

1.4 Effective Date - July 1, 1990

1.5 Repeal of Former Rule - Revises and Replaces Policy Bulletin No. 10 dated May 7, 1985.

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 or university.

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.

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.

Adopted August 24, 1971

Revised: May 7, 1985

Revised: November 13, 1989