

Title: #IV-1A. Sabbatical Leave

Date: March 1, 2005 (replaces version dated June 14, 2002)

Sabbatical leave may be granted so that a faculty member may engage in research, writing, graduate study, or other activity calculated to improve his or her usefulness to West University at Parkersburg in accordance with the conditions set out in WVU Board of Governors [Policy No. 3](#).

EVALUATION CRITERIA

In evaluating applications for sabbatical leave at WVU at Parkersburg, the following points shall be considered:

- a. Value of graduate studies or other experience in the development of a new teaching field, based upon demonstrated need of the college.
- b. Value of graduate studies or other experience in developing teaching credentials beyond those of entry-level faculty.
- c. Value of increased professional competency in present teaching field based upon proposed study, research, travel, writing for publication, or other activity.

REVIEW PROCESS

- a. All applications for sabbatical leave (for either one-semester or two-semester leaves) shall be submitted to the appropriate division chair on the first faculty working day in January of the academic year preceding the year of proposed leave. Included in the applications are detailed plans of scholarly activities which the faculty member proposes to follow.
- b. Applications proceed from the chairperson to the chief academic officer no later than January 15, and then to the campus president no later than February 1. Each step requires approval. The awarding of sabbatical leave is not automatic; it depends upon the merits of the proposed plan of work, including the anticipated results of the scholarship and the circumstances of the academic unit.
- c. The Campus President shall make a decision on each application no later than the last working day of February.

Upon accepting the sabbatical leave agreement, faculty members must sign a statement indicating that they agree to all the conditions of the leave, including the repayment provision explained in Board of Governors [Policy No. 3](#). A faculty member on sabbatical leave during the fall semester is still responsible for updating his or her personnel file for annual review purposes by the January 1 deadline.