

## WVSU Committee on Research and Faculty Development

### Report to Faculty Senate 4/2/2010

#### Name of chair and members of the committee:

Committee Members: Drs. Sonya Armstrong (Co-chair),  
Tim Alderman (co-chair), Naveed Zaman and Jessica Barnes-Pietruszynski

#### Times met and attendance of members:

8/27/2009 - Present: Armstrong, Alderman, Barnes-Pietruszynski  
, and Zaman

Agenda: Elect a chair  
Determine calendar of Committee activities.

Drs. Sonya Armstrong and Tim Alderman were elected Co-chairs for the committee.

- 11/20/09 – Present: Armstrong, Alderman, Zaman

Agenda: Review Submitted Proposals and make recommendation

- 03/08/2010 – Present: Armstrong, Alderman, Zaman

Agenda: Review Submitted Sabbatical Proposal and make recommendation

In addition, considerable email communications were conducted among the committee members in August, September, October, November, and December 2009; and January, February and, March 2010.

The committee also had communications with Dr. Spencer, for information on Human Subject review for submitted proposal. The proposal passed the review.

#### Actions taken by the committee:

A. In November the committee evaluated five faculty proposals for funding for the grant cycle, November 2009 - August 2010. Committee members were unanimous in their decision to recommend to the Vice President for Academic Affairs the following faculty proposals for funding to conduct research on the following topics:

1. Dr. Paul Mocombe to *Copyedit and index his new academic book which addresses strategies for overcoming the Black/White achievement gap* - \$1000:00
2. Dr. J. Lidaka: Year's Work in English Studies: General and Miscellaneous, John Gower, Thomas Hoccleve, and John Lydgate. - \$1226:00
3. Dr. Zachary Brewster: to extend research on The Rosie the River Project - \$1250.00
4. Dr. Thomas J. Kiddie *Non-traditional social work majors* - \$1,024.00
5. Dr. Andrew Schedl to conduct research on: Meteorite impact craters. - \$1,500

B. On 12/03/09: Drs. Lidaka, Mocombe, Brewester, and Kiddie, Schedl, were notified in writing that the committee recommended to Dr. Byers that they be awarded grants in the amounts stated above.

C. On December 03, 2009, a letter was sent to Dr. Byers informing him of the above recommendations.

D. On March 11, 2010 – the committee reviewed the one sabbatical proposal and voted to recommend to Dr. Byers that the Sabbatical be granted.

E. Dr. Byers was sent the committee's recommendation, and a copy was sent to the applicant.

Accomplished:

Reviewed <sup>five</sup>~~four~~ research proposals

Reviewed one proposal for a sabbatical

### **Recommendations**

The committee has reviewed the sabbatical procedures listed in the faculty handbook and have made the corrections and changes in the attached document for your review and necessary action.

Respectively submitted

Sonya M. Armstrong, Ph. D.

*Suggested Revisions of this Policy from the Faculty Research & Development Committee*

**WEST VIRGINIA STATE BOARD OF GOVERNORS**  
**West Virginia State University**  
**and the**  
**West Virginia State Community and Technical College**  
**BOG # 31**  
**Title: Sabbatical Leave**

**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 Codes §18B-1-6, 18B-7-2 and 18B-1-9.
- 1.3 Repeals and replaces Series 10, Title 133 dated August 9, 1992.
- 1.4 Effective Date: May 25, 2005.

**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 institution;
- 2.2 The privilege of a sabbatical carries with it the obligation to return for a full year of service upon completion of the leave;
- 2.3 Sabbatical leave may be granted for three major purposes:
- a) Study toward a doctoral degree;
  - b) Study that will provide one with academic preparation in a new area seen as important to the present and future needs of each institution;
  - c) Project oriented non-degree activities embracing study and/or research, preferably on a post-doctoral level and preferably in one's field;
- 2.3.1 Of these three purposes, "a" and "b" will be given priority consideration.

**Section 3. Eligibility**

- 3.1 Tenured faculty who ~~are completing their sixth year~~ **have completed at least seven** ~~years~~ of full-time employment at West Virginia State University and ~~West Virginia State Community & Technical College~~ are eligible to apply for a sabbatical leave;
- 3.1.1 The granting of such leave is contingent upon the availability of funds, the instructional needs of ~~each~~ **the** institution, and the plan of study that the faculty member advances.
- 3.1.2 After completing a sabbatical leave, a faculty member shall not again be eligible until the

seventh subsequent year of full-time employment.

3.1.3 Separate summer school employment shall not be considered toward eligibility for sabbatical leave.

#### **Section 4. Procedures**

4.1 The granting of sabbatical leave is not automatic, but shall depend on the merits of the

request and on conditions prevailing within each institution at the time.

4.2 Sabbatical leave will be granted by the President of the ~~respective~~ institution, who will make

an annual report to the Board of Governors summarizing the number of sabbatical leaves

granted 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;

4.3 Requests for sabbaticals must be endorsed by department chairs and/or deans and forwarded

to the Vice President for Academic Affairs (WVSU) and ~~Dean of Academic Affairs (WVSCTC)~~ by March 1. **If a department chair is applying, then the**

**dean's**

**endorsement is required.**

4.3.1 Requests for project-oriented sabbatical leaves must be endorsed by department chairs

and/or deans and sent to the Research Committee of the ~~respective~~ Faculty Senate (with a

copy to the Vice President for Academic Affairs (WVSU) and ~~Dean of Academic Affairs~~

(WVSCTC) for their **her/his** review by February 15. **Again, if a department chair is**

**applying, then the dean's endorsement is required.**

4.3.1.1 The Committee will forward a ranked list to the Vice President for Academic Affairs (WVSU) and ~~Dean of Academic Affairs (WVSCTC)~~ for further consideration.

4.4 The Vice President for Academic Affairs must receive all requests for sabbatical leave by

March 1 of the year before the beginning of the academic year for which the leave is requested;

4.4.1 The Vice President for Academic Affairs (WVSU) and ~~the Dean of Academic Affairs (WVSCTC)~~ ~~respectively~~ will review all requests for sabbatical leaves and

makes a recommendation to the ~~relevant~~ President;

4.4.2 ~~Each~~ **The** institution reserves the right to deny a request for a sabbatical leave if it does

not seem to be in the best interest of the institution.

4.5 Before the expiration of a sabbatical, the person on leave must file a letter requesting a

continuance without pay or indicating the intent to return to faculty duties at the time specified in the sabbatical request;

4.5.1 The letter must be filed in accordance with the following schedule:

- Continuance--by March 15;
- Return from a one-semester sabbatical taken during the second semester of an academic year--by March 15;
- Return from a one-semester sabbatical taken during the first semester of an academic year--by November 15;

4.5.2 A request for continuance will not be automatically granted but will be evaluated in accordance with institutional need and the reason that the request is being made.

### **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;

5.1.1 If a faculty member's salary is not paid wholly from state funds, the relevant president shall

so inform the Board of Governors in his/her annual report on sabbatical leaves.

### **Section 6. Obligations of the Faculty Member**

6.1 An applicant for a sabbatical leave shall submit to the relevant 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 relevant President, or his/her designee;

6.3.1 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 relevant President a written report of his/her scholarly activities while on leave;

6.5 A faculty member is obligated to return for a full contract 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**

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.