

Section W, Leaves of Absence, has been rewritten the associated appendices L and M dealing with sabbaticals and faculty connections. Part of the change in section W is stylistic, making the six subsections parallel. Then under 1. Sabbatical Leave Program and 4. Faculty Connections Program the long lists are rearranged into a more logical and readable order. Nothing of substance has been changed except for the following items:

(i) To be eligible for a sabbatical, the faculty member must have “completed at least six years of full-time service since receiving any previous sabbatical *or faculty connections* leave”. This matches the existing wording for faculty connections leaves agrees with current practice, but the current FPPM just says “previous sabbatical leave.”

(ii) The current section on sabbatical leaves contains the statement “The procedures of application and approval will assure full disclosure of the rights and prerequisites open to a faculty member beginning a sabbatical leave.” What this means is unclear, and it has been left out.

(iii) The section on faculty connections says that the candidate can include in the proposal “Any additional information that the faculty member believes will support his or her application, *and will not be detrimental to Longwood University.*” This seemed strange; something detrimental to Longwood would not support a candidate’s application, so the phrase has been omitted. If it serves some important purpose you may want to put it back.

(iv) The section on faculty connections requires a report to the department chair, dean, and Provost and VPAA. It then contains the statements “The faculty member will present his or her findings to members of the faculty, and/or to other organizations outside the university community. Faculty members who fail to submit a written report will not be eligible to receive future sabbatical leaves or Faculty Connections leaves.” The last sentence should refer to the written report to the VPAA and has placed it accordingly. It isn’t clear what sort of “presentation” is intended by the first sentence. It has been changed to say that faculty members are “encouraged to present their ... findings ...”.

(See p. 108 of 2009-2010 FPPM)

## W. LEAVES OF ABSENCE

### 1. SABBATICAL LEAVE PROGRAM.

The term “Sabbatical Leave” at Longwood University describes leave that enables a faculty member to undertake writing, research, curriculum development, and other creative endeavors that would not be possible in the course of normal college responsibilities. The President of the University may grant sabbatical leave to a tenured member of the faculty as recognition of excellent service and scholarly achievement. The leave is to be used for further professional development which may involve research, formal study, or other pertinent activity to enhance the competence of the faculty member; however, such leave may not be used for degree completion.

The faculty member on leave remains on contract to Longwood University, enjoying the same rights and privileges and adhering to the same constraints as when the faculty member engages in full-time teaching. Sabbatical leaves may be granted for the full contract year at half the stated salary or for one-half the contract year at full salary. Employee benefits other than salary (e.g.,

insurance and retirement plan contributions) shall continue during the period of the leave for the faculty member on leave on the same basis as for other faculty members not on leave.

a. Eligibility. A sabbatical leave may be granted to a tenured faculty member who has completed not less than six years of full-time service with the University and who has completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave.

b. Application Procedure and Proposal Guidelines. A candidate for a sabbatical leave must submit a proposal to the Committee on Faculty Development. Appendix M contains procedures and guidelines for such a proposal. Any additional procedures or guidelines for proposals will be distributed by the Committee on Faculty Development within the first five weeks of the fall semester and will also be available in the office of the Vice President for Academic Affairs.

A sabbatical leave proposal must be approved by the candidate's department chair and dean. This approval is indicated by a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval, found in Appendix K of the FPPM, which must accompany the proposal submitted to the Committee on Faculty Development. (If a department chair is applying for a sabbatical leave, applications for sabbatical leave from members of that department require only the dean's prior approval.)

If a sabbatical leave is not recommended by a department chair, dean, or the Committee on Faculty Development, a written rationale for the decision must be provided to the applicant and the applicant may provide a written response.

The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the Provost and Vice President for Academic Affairs. The Provost and VPAA will consult with the candidates and appropriate department chairs and deans before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting sabbatical leaves and provides written notification of this decision to the candidates, the Provost and VPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

c. Timeline. A completed application for sabbatical leave must be received by the chair of the Committee on Faculty Development by the Wednesday after Thanksgiving. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline (no later than the Monday before Thanksgiving). Applicants will be notified by the last Friday in January whether a leave will be granted.

d. Obligations Upon Program Completion. A sabbatical leave is granted on the condition that, at the conclusion of the leave, the faculty member is obligated to render service to the University for at least one contract year or to refund the money received in salary during the leave. Details of current provisions for repayment are available in the Office of Human Resources.

A faculty member who has been granted a sabbatical leave will be required to write a brief but detailed report on the work accomplished during the time on leave. This report should be submitted to the Provost and Vice President for Academic Affairs by January 30 following a fall semester's leave and by September 1 following a spring semester's or full year's leave. Faculty

members who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves.

## **2. ORDINARY LEAVES.**

Longwood University recognizes that further study, research at other institutions, and travel are necessary to maintain the effectiveness of the faculty. Requests for leaves of absence are initiated by the faculty member in writing to the department chair. The department chair makes a recommendation to the appropriate college dean, who makes a recommendation to the Provost and Vice President for Academic Affairs, to whom has been delegated the authority for granting leaves of absence.

## **3. ADVANCED STUDY LEAVES.**

Under the provision of the state personnel system, Longwood may, in certain circumstances, grant a faculty member a leave with partial salary to continue work for an advanced degree.

## **4. FACULTY CONNECTIONS PROGRAM.**

The faculty connections program provides tenured members of the Longwood University faculty with opportunities to use their talents, background and expertise in the world outside of the university in organizations or other educational settings. Benefits accrue to the organizations that have use of the particular faculty member's expertise on site. Faculty members receive benefits by being involved in contextual situations outside the classroom.

A faculty member selected for this program will work for the outside organization on a full-time basis for one academic semester, fall or spring, with no reduction of salary or benefits. Summer sessions are not included in this program.

a. Eligibility. A faculty connections leave may be granted to a tenured faculty member who has completed at least three years of full-time service with the University and who has completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. Faculty are not eligible for a sabbatical leave and a faculty connections leave during the same academic year.

b. Application Procedure and Proposal Guidelines. A candidate for a faculty connections leave must submit a proposal to the Committee on Faculty Development. The faculty connections leave proposal must be approved in advance by the candidate's department chair and dean. This approval is indicated by a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval, found in Appendix K of the FPPM, which must accompany the proposal submitted to the Committee on Faculty Development.

Appendix L contains guidelines for faculty connections leave proposals. Proposals should contain the information listed below.

1. A current curriculum vita.
2. The reason or reasons the faculty member feels he or she would benefit from being selected for this program.

3. The organization or organizations that the faculty member would like to work for during the length of the program, and the reasons for that choice.
4. Any additional expenses, up to \$1,000, that the faculty member expects to incur as a result of having to travel away from Farmville or having to stay in another geographic area. Expenses of this type will not affect the faculty member's proposal negatively, but must be included in the overall funding request.
5. Specific benefits that would accrue to the faculty member, the department and the college as a result of participation in this program.
6. Any additional information that the faculty member believes will support his or her application.

The Committee on Faculty Development will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the Provost and Vice President for Academic Affairs. The Provost and VPAA will consult with the candidates and appropriate department chairs and deans before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President. The President makes the final decision on granting faculty connections leaves and provides written notification of this decision to the candidates, the Provost and VPAA, the appropriate deans and department chairs, and the Committee on Faculty Development.

Faculty members selected for this program will present to their department chair proof that they have, in fact, been approved to work in their selected organizations. This proof may be in the form of a letter indicating that the faculty member has been approved by the organization for the time indicated, with a firm beginning date. A contract binding the faculty member, the outside organization, and Longwood University will be prepared and signed by all concerned. Once a signed contract for participation is received, the academic dean can finalize hiring of any adjunct faculty required to perform the academic duties of the faculty member on leave.

c. Timeline. A completed application for a faculty connections leave must be received by the chair of the Committee on Faculty Development by the Wednesday after Thanksgiving. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline (no later than the Monday before Thanksgiving). Applicants will be notified by the last Friday in January whether a leave will be granted.

d. Obligations Upon Program Completion. A faculty member who has completed a faculty connections leave will be required to prepare a report about the experience with the outside organization. This report must be approved by the outside organization. No organization-sensitive information is to be included. After it has been approved by the outside organization, this report will be presented to the appropriate department chair, dean, and the Provost and Vice President for Academic Affairs by January 30 following a fall semester's leave and by September 1 following a spring semester's leave. Faculty members who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves.

Faculty members are also encouraged to present their faculty connections leave findings to members of the faculty and/or members of other organizations outside the university community.

## **5. REPAYMENT OF LEAVES.**

Faculty members receiving ordinary, advanced study, or faculty connections leaves are required to teach at Longwood, upon their return, for a period commensurate with the amount of salary received. If a faculty member fails to fulfill this obligation, repayment of the amount received will be made. Details of current provisions for repayment are available in the Office of Human Resources.

## **6. LEAVE WITHOUT PAY.**

Upon the recommendation of the department chair and the appropriate college dean, and with the approval of the Provost and Vice President for Academic Affairs, a leave of absence without pay may be granted. A leave of absence is granted for a period not greater than one year, although in certain instances a renewal may be granted as the first year comes to an end. Under no circumstances will a leave of absence be granted for more than two years. When a leave of this nature is granted, the faculty member should check with the Office of Human Resources with regard to the continuation of faculty benefits.

**ITEM 5. Some of the material in appendix L which was an exact duplication of material in section W on faculty connections has been removed. Parts of appendices L and M have been rearranged and the mistaken references contained in them have been corrected.**

**(See pp. 243-246 of 2009-2010 FPPM)**

## APPENDIX L

### EVALUATION GUIDELINES FOR FACULTY CONNECTIONS

The application and selection process for faculty connection leaves is outlined in section III W.4 of this Faculty Policies and Procedures Manual. Notice in particular the following:

**Qualifications:** Before beginning a faculty connection leave, a faculty member must be tenured with at least three years of full-time service at Longwood University and must have completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. An applicant cannot apply for a faculty connection and a sabbatical during the same year.

**Time-line:** A completed application for faculty connection leave must be received by the chair of the Committee on Faculty Development by the Wednesday after Thanksgiving. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline (no later than the Monday before Thanksgiving).

A faculty connections applicant must submit a proposal to the Committee on Faculty Development. The outline given in Appendix K for faculty research grant proposals can be adapted for faculty connection proposals. The criteria used to evaluate faculty connection applications include the following:

**Cover and Sign Off Sheets.** The application must include the cover sheet and a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval found in Appendix K of the FPPM.

**Vita.** An up to date vita must be submitted with the faculty connection application.

**Previous Awards.** If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate the outcome of any such award: Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

**Goals.** Describe project goals with attention to specificity, clarity, creativity, and originality. Describe reasonable expectations for the project. State the organization(s) that you would work for and what that work would entail. Explain the value to you and your profession in terms of teaching, research, scholarship, and/or service. Clearly indicate which semester(s) you wish to take the faculty connection leave.

**Justification for Faculty Connection Leave.** Explain why this project could not be undertaken in the course of normal university responsibilities.

**Benefit to Longwood.** Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching and/or service.

**Style.** Proposals should be clear and well written.

## APPENDIX M

### EVALUATION GUIDELINES FOR SABBATICALS

The application and selection process for sabbatical leaves is outlined in section III W.1 of this Faculty Policies and Procedures Manual. Notice in particular the following:

**Qualifications:** Before beginning a sabbatical leave, a faculty member must be tenured with at least six years of full-time service at Longwood University and must have completed at least six years of full-time service since receiving any previous sabbatical or faculty connections leave. An applicant cannot apply for a sabbatical and a faculty connection during the same year.

**Time-line:** A completed application for sabbatical leave must be received by the chair of the Committee on Faculty Development by the Wednesday after Thanksgiving. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of this deadline.

A sabbatical applicant must submit a proposal to the Committee on Faculty Development. The outline given in Appendix K for faculty research grant proposals can be adapted for sabbatical leave proposals. The criteria used to evaluate sabbatical applications include the following:

**Cover and Sign Off Sheets.** The application must include the cover sheet and a completed Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval found in Appendix K of the FPPM.

**Vita.** An up to date vita must be submitted with the sabbatical application.

**Previous Awards.** If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate the outcome of any such award: Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

**Goals.** Describe project goals with attention to specificity, clarity, creativity, and originality. Describe your expectations for the completion of the project. If the project will not be completed during the sabbatical leave, explain how and when the project will be completed. Explain the value to you and your profession in terms of teaching, research, scholarship, and/or service. Clearly indicate which semester(s) you wish to take the sabbatical.

**Leave of Absence Justification.** Explain why this project could not be undertaken in the course of normal university responsibilities.

**Benefit to Longwood.** Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching and/or service.

**Style.** Proposals should be clear and well written.