

W. LEAVES OF ABSENCE

1. Sabbatical Leave Program. The term "Sabbatical Leave" at Longwood University describes leave that enables the member of the faculty to undertake such writing, research, study, curriculum development, and other creative endeavors as would not be possible in the course of normal college responsibilities.

a. The President of the University may grant sabbatical leave to a tenured member of the faculty as a 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.

b. A sabbatical leave may be granted to the 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 leave.

c. The 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.

d. 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.

e. A candidate for a sabbatical leave will submit a proposal signed by the candidate, as well as the candidate's department chair and dean to the Committee on Faculty Development, and submit a copy to the department chair and the college dean. If the leave is not recommended by the department chair, the dean, or the Faculty Development Committee, their rationale must be in writing and the applicant may respond in writing to the rationale. If the chair of the candidate's department is also applying for leave, the recommendation rests with the dean. The faculty committee will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will consult with the candidate and the appropriate department chair and dean before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President, who will make the final decision. The President will notify the candidates in writing, along with copies to the Provost and Vice President for Academic Affairs, the appropriate dean and department chair, and the Faculty Development Committee.

f. The procedures of application and approval will assure full disclosure of the rights and prerequisites open to a faculty member beginning a sabbatical leave.

g. Procedures and 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.

h. 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 leaves or Faculty Connections leaves.

i. Applications for Sabbatical Leaves must be submitted to the appropriate dean by the Monday before Thanksgiving and submitted to the Faculty Development Committee by the Wednesday after Thanksgiving. Applicants will be notified the last Friday in January.

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

I. Purpose: To provide 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.

II. Program Structure:

a. Eligibility--any tenured member of the teaching faculty who has been employed at Longwood University for at least three years on a full-time basis, or who has completed at least six years of full-time service since receiving any previous connections or sabbatical leave. Faculty are not eligible for a sabbatical leave and a Faculty Connections leave during the same academic year.

b. Program length--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.

c. Selection process--any eligible faculty member may submit a program application with the following information to the committee on faculty development. All proposals for sabbatical and connection leaves must also have been submitted to the offices of both the applicant's departmental chairman and dean.

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 why he or she has selected the organization(s).

4. Any additional expenses, up to \$1,000, that the faculty member expects that he or she may incur as a result of having to travel away from Farmville, or having to stay in another geographic area. Expenses of this type would not hinder the faculty member's proposal in any way. It is necessary, however, to include this 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, and will not be detrimental to Longwood University.

7. The faculty committee will evaluate applications and submit a rank order list with recommendations to the Vice President for Academic Affairs (PVPAA).

8. The Provost and Vice President for Academic Affairs (PVPAA) will consult with the candidate and the appropriate department chair and dean before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President, who will make the final decision. The President will notify the candidates in writing, along with copies to the Provost and Vice President for Academic Affairs, the appropriate dean and department chair, and the Faculty Development Committee.

9. Those 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.

10. A contract binding the faculty member, the outside organization, and Longwood University will be prepared and signed by all concerned.

11. Once a signed contract for participation is received, the academic dean can finalize the hiring of any adjunct faculty who will perform the academic duties of the faculty member.

d. Upon program completion--henceforth, from the spring of 2002 on the faculty member will prepare a report about the organization experience. The report must be approved by the outside organization before publication. No organization-sensitive information is to be included in the report. The faculty member will present the report to the department chair, dean and Provost and Vice President for Academic Affairs (PVPAA) January 30 following a fall semester's leave and by September 1 following a spring semester's leave after it has been approved by the organization.

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 Connection leaves.

III. Program Timetable (The time table for faculty connections leave is presented in Appendix K.)