

Sabbatical Leave

Purpose

This policy establishes the nature, purpose, and application for sabbatical leave.

Scope: JCESOM Tenured faculty

Policy

Sabbatical Leave is a planned faculty enhancement/development program that provides a dedicated period for scholarly study to improve or expand professional competence and bring value to the Marshall University Joan C. Edwards School of Medicine (MUJCESOM). Sabbatical leaves may be granted for curriculum development, research, writing, and other scholarly activities consistent with disciplinary practices, career development expectations, and MUJCESOM missions. Upon approval of a sabbatical leave, salary compensation will be based on the faculty member's academic base salary, as determined at the time of approval.

References: <https://www.marshall.edu/board/files/MUBOG-AA-01-Sabbatical-Leave-2021-06.pdf>

Procedural Mechanism:

1. The faculty member should communicate his/her intent to apply for sabbatical leave to the department chair before applying.
2. The faculty member should prepare the sabbatical leave proposal and discuss it with his /her department chairperson.

Items to be discussed should be:

- Purpose of the proposed leave ;
- Benefits of the Sabbatical leave to the individual, the department, the school, and the University
- Plans for replacing or covering applicants' departmental responsibilities
- Post- A sabbatical leave report is required and should detail a summary of activities and accomplishments

3. Application

A request for sabbatical leave application shall consist of a completed proposal, recommendation, and supporting materials, including:

- Letter of request from a faculty member
- Letter of proposal from departmental chairman to contain:
 - a. Endorsement
 - b. Assurance of coverage for duties and responsibilities of the faculty member
- A detailed description of the project to be carried out while on leave, with an indication of the anticipated end product (e.g., a book, monograph, new courses, additional expertise);
- Evidence, if such seems indicated, of the applicant's special competence to carry out the project.
- A current curriculum vitae (CV)
- Copies of Annual Faculty Evaluations for the past three years; and
- A statement of other compensation anticipated during the leave and any services required for this compensation.
- If the sabbatical leave involves activities at one or more institutions, a letter from each of the host institutions is needed

The completed application packet should be submitted to the Office of Faculty Advancement (OFA) OFA@marshall.edu .

The OFA will review the packet for completion and submit it to the MUJCESOM Dean's Office

Criteria of Evaluation:

Sabbatical leave is a privilege earned by the faculty member's record of positive contributions to the missions of the department, medical school, and the University. The Following criteria will be used in evaluating and prioritizing the proposals forwarded to the Dean's office :

1. The merit and appropriateness of the proposal;
2. Prospective value of the leave to the individual, the department, the school, and the institution
3. The strength of the recommendation given to the proposal
4. Prior development leaves taken

5. length of time the faculty member has been in continuous full-time employment with the University;

The Dean or Dean's designee shall review the proposal and recommendations and, as deemed necessary, seek clarification, make recommendations to improve the proposal, and/or otherwise consult with the applicant or department head. The Dean or Dean's designee shall then forward the proposals with his/her written rationales for recommending approval or disapproval to the Marshall University Provost's office.

MARSHALL UNIVERSITY REQUIRES THE FOLLOWING ROUTING OF THE REQUEST.
SIGNATURE AT EACH LEVEL DENOTES APPROVAL.

[SABBATICAL LEAVE ADMINISTRATIVE PROCEDURE, \(marshall.edu\)](#)

Approved by Faculty Council on 7/22/2024