

UNIVERSITY OF THE VIRGIN ISLANDS
BOARD OF TRUSTEES RESOLUTION

Purpose

To amend the Sabbatical Leave Policy

WHEREAS, sabbatical leave is awarded the teaching faculty to enhance their knowledge or support their professional development; and

WHEREAS, the University is desirous of making improvements in the sabbatical leave policy to ensure that the resources devoted to it are of mutual benefit to the University and to the faculty member;

NOW, THEREFORE BE IT RESOLVED

1. That the Board of Trustees approve the following changes in the sabbatical leave policy. Passages that are underlined are new and should be added to the policy, and changes that are in square brackets are to be deleted.
2. That this change in policy take effect immediately on approval by the board.

CERTIFICATION

The undersigned does hereby certify that the foregoing is a true and exact copy of a resolution of the Board of Trustees of the University of the Virgin Islands adopted at its meeting on Saturday, June 3, 1993, as recorded in the minutes of said meeting.

Orville Kean
Secretary of the Board

6/7/93
Date

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2 3. SABBATICAL LEAVE
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- 4 a. Sabbatical leave is a privilege to be applied for in each case and
5 is in no instance to be considered an earned right. Such leaves
6 may be granted [on application] for the purpose of advancement
7 of knowledge or professional improvement of mutual benefit to
8 the University and the individual. The applicant should file a
9 specific written application accompanied by a statement as to
10 how the leave is to be used. The application should state clearly
11 how the leave articulates, and promotes, the achievement of
12 current goals of the University.

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14 This application [should be passed on by the Division chairperson,
15 the Vice President for Academic Affairs, and the President] shall
16 be submitted to the Division Chairperson who will review it in
17 consultation with the Dean of Instruction and Academic Affairs.
18 The Chairperson and the Dean shall make a formal written
19 presentation to the Vice President for Academic Affairs
20 concerning the merits of the proposal. The Vice President for
21 Academic Affairs, in turn, will review the application and the
22 recommendations of the Division Chairperson and the Dean and

1 make his/her recommendation to the President. The latter will
2 submit [it] his/her recommendation to the Board of Trustees. [with
3 his/her recommendation.] If a sabbatical leave is granted by the
4 Board, the terms of the leave shall be stated in writing by the
5 University. (See Appendices X, XI and XII for further details.)
6

7 b. The sabbatical privilege is open to all full-time teaching faculty
8 who have been in full-time service to the University for at least
9 seven years. [Following the sabbatical leave the privilege may be
10 renewed after an additional period of full-time service of at least
11 seven years.] After a period of seven years of full-time service
12 subsequent to the return, the faculty will be eligible for another
13 sabbatical.
14

15 c. Sabbatical leave may be for one semester with full pay, or two
16 semesters with half pay. [University housing may continue to be
17 provided during the sabbatical leave, if practicable. The total
18 compensation received from the University and outside agencies
19 by a faculty member on sabbatical leave should not exceed his/her
20 regular University salary.]
21

d. All applications for sabbatical will be made at least one year prior

1 to the date when the leave is to begin. The successful grantee
2 will receive notification that the leave is granted at least three
3 months before the end of the semester previous to the one in
4 which the leave is to begin. The application shall contain:

- 5
- 6 1. A description of the activities to be pursued and the
7 objectives to be achieved while on sabbatical, including
8 adequate supporting information and specific details.
- 9
- 10 2. A [indication] statement of the relationship between the
11 planned activities and the advancement of knowledge or
12 professional improvement of the individual.
- 13
- 14 3. A [indication] statement of the relationship between the
15 planned activities and [the benefits to the University] the
16 current goals of the University which they will promote.
- 17
- 18 4. Where appropriate, documents should be appended to the
19 request, such as letters of acceptance or appointment,
20 proposed courses of study, etc.
- 21
- 22 [5. Where applicable and appropriate, a specific request must

1 be made to remain in campus housing during the sabbatical
2 leave.]

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- 4 e. Sabbatical leave, except for a retiring member of the faculty who
5 receives a waiver as described in (g) below, is granted [in] with
6 the expectation that the recipient will resume his/her previous
7 duties at the end of the leave [for continued] and will continue
8 his/her service to the University. He/she will return at least at the
9 same rank and salary which he/she had when the leave began.
10 The grant of leave does not change the tenure status of the
11 recipient. A person on leave who decides not to return, but to
12 resign, is expected to give notice by April 1 of the year on leave,
13 and to return the compensation received from the University
14 during his/her sabbatical leave.
- 15
- 16 f. Upon return from sabbatical, the faculty member will be required
17 to submit a report which indicates the extent to which the
18 proposed goals of the leave were accomplished.

19

20 [The intent of the procedure described is not to discourage
21 applications for leave. Indeed, sabbatical leave is clearly one of
22 the most significant professional development activities available

1 to the faculty. Rather, the intent is to strengthen the present
2 sabbatical policy, and help assure that it remains an effective part
3 of faculty growth.]

- 4
- 5 g. A retiring faculty member who meets the eligibility for a sabbatical
6 in (b) above may apply for a waiver of the requirement to return
7 to duty at the end of the sabbatical. All other terms of the
8 sabbatical leave policy will apply.
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