



Sabbatical Leave / Fulbright Award / President's Sabbatical Award Procedure

Procedure Number: 406P

Responsible Office: Human Resources

Forms: Form 105-100, Form 105-099, Form 105-099A

Effective Date: 08/2015

Date Last Reviewed: 01/22/2024

1. Purpose

The President of Northern Virginia Community College may grant the following to eligible faculty:

- a. Sabbatical leave at half pay for professional development activities which will improve teaching effectiveness, enhance creative and/or artistic activities, improve professional competency, and provide a renewed capacity for significant contribution of service to the college and the community at large.
- b. Sabbatical leave with full pay for one semester to those faculty members who receive a Fulbright or a similar award. Any additional leave approved after one semester will be at half pay, up to a total leave maximum of six months. Each academic year, a maximum of two faculty members can receive a sabbatical leave with full pay for a Fulbright or similar award.
- c. Sabbatical leave with full pay for one semester to those faculty members who receive the President's Sabbatical Award. The President's Sabbatical Award is designed to foster creative energy by providing faculty with a one semester sabbatical leave with full pay. Each academic year, a maximum of three faculty members, one of whom can be on a 12-month contract, can receive the award.

A faculty member granted sabbatical leave/Fulbright award must agree to return to the College as a full-time employee for a period equal to twice that of the period of absence; if the faculty member returns to NOVA for a lesser period of service, the faculty member shall be responsible for repayment of that portion of salary, for the time not served. The outstanding pro rata portion of the note shall be paid in full within one year following termination of employment.

Faculty members must meet established eligibility criteria and follow application procedures for sabbatical leave/Fulbright awards. Sabbatical/Fulbright awards are contingent upon availability of funds and the needs of the College.

2. Definitions

N/A

3. Procedure



A. Eligibility

- a. To be eligible for consideration, all applicants for sabbatical/Fulbright award must meet the following criteria:
 - i. Hold a full-time nine-month teaching Faculty Employment Contract or a twelve-month teaching, professional, or administrative Faculty Employment Contract.
 - ii. Have completed six years of creditable full-time service at NOVA at the time of application for sabbatical/Fulbright award.
 - iii. Have completed six years of creditable full-time service at NOVA since a previously awarded paid sabbatical, Fulbright, or educational leave. There is an absolute maximum of sabbatical, Fulbright or educational leave that may be taken in a seven-year period: for teaching faculty, two semesters; for twelve-month administrative/professional faculty, one year.
 - iv. For teaching faculty, the sabbatical project must be aligned with the four performance domains as outlined in VCCS policy and aligned with VCCS, College, and/or division goals.
 - v. For administrative and professional faculty, the sabbatical project must be aligned with VCCS, College, and/or division goals.
- b. The number of sabbatical leave/Fulbright awards in any year will depend on the availability of funds.

B. Purpose

- a. Sabbaticals/Fulbright awards shall be granted for approved projects of full-time independent study, research, and/or creative work which will renew teaching abilities, and to foster and enrich intellectual and professional growth and development. Projects may be concerned with wide-ranging interests or with work in specialized fields and should address issues in the substance of the applicant's teaching field, research interests, professional field, or in some other area which will enhance understanding of related fields.
- b. Sabbatical leave/Fulbright award is not designed for planned courses of study or academic credit, including completion of doctoral research or a dissertation.

C. Application

- a. To apply for the President's Sabbatical Award, faculty members should submit an award proposal and Form 105-100 - President's Sabbatical Award Request electronically to the Chair of the Personnel Services Committee by November 1 of each year. Award proposals should be no more than 1,000 words and specify how the sabbatical leave will uniquely benefit both the individual and the College. Members of the Personnel Services Committee, who have not submitted a proposal for the award, will evaluate the proposals and recommend up to three names to the College President, who selects the award winners.

- b. To apply for sabbatical leave, submit Form 105-099 - Sabbatical Leave Request to the College President through appropriate supervisors and Human Resources. The deadline for applications for sabbatical leave is January 15 for the upcoming full academic year or fall semester and May 15 for upcoming spring semester only.
- c. Faculty are expected to discuss their intent to apply for a Fulbright or similar award with their dean and provost before applying. To apply for leave after receiving a Fulbright or similar award, submit Form 105-099A - Sabbatical Request for Fulbright or Similar Award to the College President through the appropriate supervisors and Human Resources. The faculty member should submit the request as soon as possible upon receiving the award and at least one full semester prior to the leave start date. If approved, Human Resources will communicate the decision to the employee and the employee's supervisor.

For teaching faculty, leave for a Fulbright or similar award will normally begin on August 16 for the fall, January 1 for the spring semester, and May 16 for the summer semester.

D. Obligation to the College during and upon Completion of Sabbatical/Fulbright Award

- a. Faculty on sabbatical/Fulbright leave for the fall semester must notify the Provost/Vice President in writing, with a copy to supervisor and Human Resources, by November 15 of their plans to return the following spring semester; faculty on sabbatical leave for spring semester must notify the Provost in writing, with a copy to supervisor and Human Resources, by April 1 of their plans to return the following fall semester.
- b. Faculty members who are awarded a sabbatical/Fulbright shall serve twice the time of the approved leave at the College after return from sabbatical/Fulbright leave.
- c. Faculty members returning from sabbatical/Fulbright leave must submit through the appropriate Administrative Council member to the President a written report summarizing project accomplishments. This report must be received by February 1 after a faculty member's return from a fall sabbatical/Fulbright and June 1 after the faculty member's return from a spring sabbatical/Fulbright leave.
- d. Additionally, President's Sabbatical Award recipients will present a lecture on their sabbatical experience to the College community during the academic year following their leave.

E. Monetary Compensation and Benefits

- a. The rate of pay while on sabbatical/Fulbright leave will be as follows:
 - i. President's Sabbatical: The salary in effect on the last workday covered by the Faculty Employment Contract prior to the effective date of sabbatical leave.
 - ii. Sabbatical Leave: The salary will be 50 percent of the salary in effect on the last workday covered by the Faculty Employment Contract prior to the effective date of sabbatical leave.
 - iii. Leave while on Fulbright Award: The salary will be full pay for one semester and half pay for up to an additional two months, not to exceed six months total leave. Current

salary shall be the salary in effect on the last workday covered by the Faculty Employment Contract prior to the effective date of leave.

- b. Group life insurance, the state portion of health insurance coverage and VRS or optional retirement plan contributions will be paid in full.
- c. Credit will be given for active employment for seniority purposes.
- d. Service credit will be given for purposes of calculating a leave anniversary date.
- e. Faculty granted sabbaticals will have the leave period regarded as a year of full-time employment, except that leave will not accrue. For administrative and professional faculty, the leave period counts when determining the rate of annual leave accrual.
- f. Upon returning from the sabbatical, a merit salary award shall be applied to the salary in effect on the last contractual workday prior to the effective date of the sabbatical. A salary increase will be awarded in accordance with the written guidelines developed by the College.

F. Repayment Obligations

- a. The individual shall execute a promissory note agreeing to repay the gross salary received while on leave if that individual does not return to the College, another VCCS college, or to the VCCS System Office upon completion of the sabbatical/Fulbright leave.
- b. A faculty member who transfers to another public educational institution outside the VCCS, within the state of Virginia, after receiving a leave with pay for a sabbatical/Fulbright or similar award will be responsible for repaying NOVA for any portion of the required years of post-leave service which has not been completed. In the event the receiving institution is willing to repay the cost of the leave by interagency transfer of funds, then the faculty member may be released from the repayment agreement. Lacking this consideration or transferring outside the state service, the repayment agreement as stated on the promissory note is the exclusive responsibility of the faculty member.
- c. If the faculty member resigns prior to the completion of the obligation, the outstanding pro-rata portion of the note shall be paid in full within one year following termination of employment.
- d. The individual who fails to complete successfully any portion of the sabbatical/Fulbright leave may be required by the President to reimburse the College a proportional amount of the salary received while on leave.
- e. In the event of death or approved disability, this note is canceled.