

Policy Procedure: Sabbatical for Fulbright Award and Similar Awards

Procedure Number: 413P

Contact Information: HRAdmin@nvcc.edu

Forms: [105-099A Sabbatical Request for Fulbright or Similar Award](#)

Last Reviewed Date: 03/21/2023

1. Eligibility

- a. To be eligible for consideration, all applicants for sabbatical leave for Fulbright or similar 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 or equivalent regular part-time P-3 service at NOVA at the time of application for the sabbatical for the Fulbright or similar award.
 - iii. Have completed six years of creditable full-time or equivalent regular part-time P-3 service at NOVA since a previously awarded paid leave, e.g., sabbatical or educational. There is an absolute maximum of leave that may be taken in a seven-year period: for teaching faculty, two semesters; for twelve-month administrative/professional faculty, one year.
 - iv. Have not previously received paid leave for a sabbatical for a Fulbright or similar award.
- b. The number of sabbaticals for Fulbright or similar award in an academic year will be limited to two College-wide. Exceptions may be made by the President of the College.

2. Application

- a. Faculty are expected to discuss their intent to apply for a Fulbright or similar award with their dean and provost before applying.
- b. To apply for a sabbatical 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.
- c. If approved, Human Resources will communicate the decision to the employee and the employee's supervisor.

3. Start Date

- a. For teaching faculty, sabbatical 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.

4. Monetary Compensation and Benefits

- a. If the request is approved, Human Resources will prepare a confirmation letter that will include the terms and length of leave and will address the effect of the leave period on salary, benefits, retirement and the timeframe to notify the college of the employee's return to full-time employment.
 - b. The pay rate while on sabbatical leave for a Fulbright or similar award 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.
 - c. Group life insurance, the state portion of health insurance coverage and VRS or optional retirement plan contributions will be paid in full.
 - d. Credit will be given for active employment for seniority purposes.
 - e. Service credit will be given for purposes of calculating a leave anniversary date.
 - f. Faculty granted sabbatical leave for a Fulbright or similar award will have the leave period regarded as a period of full-time employment, except that leave will not accrue.
 - g. Upon returning from leave, a merit salary award shall be applied to the salary in effect on the last contractual workday prior to the effective date of the leave. A salary increase will be awarded in accordance with the written guidelines developed by the College.
5. Obligation to the College During and upon Completion of Sabbatical Leave for Fulbright or Similar Award
- a. While on leave with pay, faculty members shall advise the Provost in writing, with a copy to Human Resources, of their plans to return. Faculty on leave for the fall semester only must notify the Provost by November 15; faculty on leave for spring semester must notify the Provost by April 1.
 - b. Faculty members who are awarded a sabbatical for a Fulbright or similar award shall serve twice the time of the approved leave at the College after return from leave. Faculty members returning from a sabbatical for a Fulbright or similar award 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 for a Fulbright or similar award and by June 1 after the faculty member's return from a spring sabbatical for a Fulbright or similar award.
6. Repayment Obligation
- 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 Fulbright leave.
 - b. A faculty member who transfers to another public educational institution outside the VCCS, within the state of Virginia, after receiving a sabbatical leave with pay for a 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 on 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 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.