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.

[Signature]
Secretary of the Board

[Signature]
Date
3. **SABBATICAL LEAVE**

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

This application [should be passed on by the Division chairperson, the Vice President for Academic Affairs, and the President] shall be submitted to the Division Chairperson who will review it in consultation with the Dean of Instruction and Academic Affairs. **The Chairperson and the Dean shall make a formal written presentation to the Vice President for Academic Affairs concerning the merits of the proposal. The Vice President for Academic Affairs, in turn, will review the application and the recommendations of the Division Chairperson and the Dean and**
make his/her recommendation to the President. The latter will submit [it] his/her recommendation to the Board of Trustees. [with his/her recommendation.] If a sabbatical leave is granted by the Board, the terms of the leave shall be stated in writing by the University. (See Appendices X, XI and XII for further details.)

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

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

d. All applications for sabbatical will be made at least one year prior
to the date when the leave is to begin. The successful grantee will receive notification that the leave is granted at least three months before the end of the semester previous to the one in which the leave is to begin. The application shall contain:

1. A description of the activities to be pursued and the objectives to be achieved while on sabbatical, including adequate supporting information and specific details.

2. A [indication] statement of the relationship between the planned activities and the advancement of knowledge or professional improvement of the individual.

3. A [indication] statement of the relationship between the planned activities and [the benefits to the University] the current goals of the University which they will promote.

4. Where appropriate, documents should be appended to the request, such as letters of acceptance or appointment, proposed courses of study, etc.

[5. Where applicable and appropriate, a specific request must
be made to remain in campus housing during the sabbatical leave.]

e. Sabbatical leave, except for a retiring member of the faculty who receives a waiver as described in (g) below, is granted with the expectation that the recipient will resume his/her previous duties at the end of the leave [for continued] and will continue his/her service to the University. He/she will return at least at the same rank and salary which he/she had when the leave began. The grant of leave does not change the tenure status of the recipient. A person on leave who decides not to return, but to resign, is expected to give notice by April 1 of the year on leave, and to return the compensation received from the University during his/her sabbatical leave.

f. Upon return from sabbatical, the faculty member will be required to submit a report which indicates the extent to which the proposed goals of the leave were accomplished.

[The intent of the procedure described is not to discourage applications for leave. Indeed, sabbatical leave is clearly one of the most significant professional development activities available
to the faculty. Rather, the intent is to strengthen the present sabbatical policy, and help assure that it remains an effective part of faculty growth.]

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