

SABBATICAL POLICY AND PROCEDURES

1. A faculty unit member may be granted sabbatical leave after six (6) or more consecutive years of full-time employment in the system.
2. Approval for such leave will be contingent upon the faculty unit member presenting plans for formal study, research, or other experiences which are designed to improve the quality of service of the faculty unit member to Black Hills State University, to the Board of Regents, and to the state of South Dakota.
3. The number of all faculty unit member improvement, career redirection or sabbatical leaves granted by Black Hills State University during any fiscal year will not exceed five percent (5%) of the faculty unit members or one (1) FTE, whichever is greater, in any one year, unless additional awards are recommended by the president and approved by the Board of Regents.
4. Sabbatical leave for nine (9) month faculty unit members will be for not more than two (2) semesters at one-half salary which would have been paid had the faculty unit member been on full-time employment, or not more than one (1) semester at the full salary which would have been paid had the faculty unit member been on full-time employment.
5. Sabbatical leave for twelve (12) month faculty unit members will be for not more than twelve (12) months at one-half salary which would have been paid on full-time employment, or not more than six (6) months at the full salary which would have been paid on full-time employment.
6. All faculty unit members receiving sabbatical leave are required to return to Black Hills State University for at least two (2) academic years of full-time service or to refund the full salary and institutional costs of fringe benefits received while on leave.
7. If a faculty unit member returns, but fails to perform the full two (2) years return-to-service obligation, then the repayment obligation will be prorated. Any repayment obligation will be due in full one (1) calendar year after the end of the leave period.
8. Any repayment obligation that remains unpaid after falling due, shall earn interest at a rate equal to the monthly average prime rate of interest offered by the Wells-Fargo Bank system, or its successor, during the leave period plus two percentage points.
9. A faculty unit member who cannot perform return-to-service obligations due to death or permanent and total disability or reduction in force will be released of all repayment obligations. Determination of whether a faculty unit member is to be considered disabled will be made by the Board of Regents.

10. All faculty unit members, upon return from sabbatical leave will be returned to their former positions or be assigned to positions of like nature and status and will be granted increment increases that were given during their leave.

11. As noted in the BOR-COHE contract section 19.1(2)(H), for purposes of performance-based salary increases, absent more current documentation provided to the department head, faculty unit members who were on approved leave during the year being evaluated for purposes of determining salary increases will be presumed to have continued to serve at the levels and with the assignments recorded on their most recent evaluation documents.

12. Documentation of relevant professional accomplishments during approved leaves taken during the previous calendar year must be considered if received by the last working day in January. The faculty unit member may be considered for merit increases as if they had served at the institution during such period.

13. The faculty unit member will maintain tenure, insurance benefits, accumulated sick leave, and all other accrued benefits.

14. If the faculty unit member is on less than fifty percent (50%) compensation, service for retirement is not accumulated during the period of such leave.

15. The following criteria will be considered in selecting the candidates for faculty unit member sabbatical leave:

A. The merit of the objectives as they relate to improving the instructional program and enhancing the professional growth of the applicant, and where other institutions are involved, evidence of acceptance of the faculty unit member's program or project by the institution offering the advanced study or research.

B. Years of experience in the system.

C. Previous leaves.

D. Distribution of applicants by academic area.

E. Anticipated program changes.

16. All grantees of faculty unit member sabbatical leave will execute a promissory note with the Board of Regents that is consistent with the terms of this agreement.

17. Applications for sabbatical leave should be submitted in accordance with the current BOR-COHE contract. (BOR-COHE contract section 21.6 Sabbatical, Faculty Unit Member Improvement, and Career Redirection Leaves)

18. Complete applications will include the following information.

A) Completed request for sabbatical/educational leave form (available in the college office or on-line), which will include the following.

- 1) The proposed dates of the leave.
- 2) A brief summary of the leave request.
- 3) A full description of the proposed leave plan.
- 4) The applicant's preparation to do the work of the sabbatical.
- 5) The relationship of the project to the applicant's long-range professional objectives.
- 6) The proposed arrangements for financial support.
- 7) Years of experience at Black Hills State University.
- 8) Previous leaves.
- 9) Academic area.
- 10) Anticipated program changes related to this leave.

B) A current Vita.

C) A signed statement of understanding of the expectations and requirements for sabbatical leave in the BOR-COHE contract. (The statement is part of the application form.)

D) The applicant's supervisor (Department Chair or Dean) must also complete the last page of the application, which includes the following.

- 1) An analysis of the plan including an evaluation.
- 2) A statement about institutional plans to meet employee duties during the leave.
- 3) Current and estimated leave salaries.
- 4) A plan for salary savings.

The applicant may also add the evaluation of a colleague who is qualified to assess the value of the work to be done. (This is also part of the application form).

19. Faculty members will not be allowed to accept overload, extension, internet, or correspondence teaching contracts from Black Hills State University while on sabbatical leave. The intent of a sabbatical leave is to relieve faculty members from teaching responsibilities to give them an opportunity to accomplish something of academic significance that they cannot accomplish while teaching.

20. The applicant's completed application must be submitted to the Department Chair or Dean by November 1st. The responsibility of making a timely, complete, and impressive application will rest with the applicant. Applications for sabbatical leave will be evaluated based primarily on the candidate's written application. If an outstanding unforeseen opportunity arises later in the year a late application may be submitted for review.

21. The completed application, with the department chair's and dean's evaluations, must be submitted to the Vice-President for Academic Affairs by November 15th.
22. The completed applications from the Vice-President of Academic Affairs must be delivered to the President of the Faculty Senate by December 1st.
23. Completed applications will be considered by the Faculty Senate during a December meeting.
24. Applicants may be invited to provide more information on their own behalf at the time their application is considered by the Faculty Senate.
25. Qualified applications receiving a majority vote of the members of the Faculty Senate will be approved for recommendation to the Vice-President for Academic Affairs by December 15th. When a faculty senator is applying for a sabbatical leave they will not be present during the portion of the senate meeting in which the applications are discussed and they will not participate in the review of sabbatical leave applications.
26. Voting of individual Faculty Senators and discussion among Faculty Senators regarding sabbatical applications will be strictly confidential.
27. The Black Hills State University President makes the final campus decision to recommend sabbaticals and forwards the applications to the South Dakota Board of Regents who make the final decision.
28. Within six (6) weeks of return from sabbatical leave the faculty member granted a sabbatical leave must report his or her activities in writing to their Department Chair, College Dean, the University Vice-President for Academic Affairs, and the University President.
29. Within six (6) weeks of return from sabbatical leave the faculty member granted a sabbatical leave must publish a news release that brings positive recognition to the faculty member and to Black Hills State University regarding their activities and accomplishments during their sabbatical leave.
30. Since the faculty member will be paid by the university, but will not be teaching, during their sabbatical leave, the activities and accomplishments of their sabbatical leave will be a major component of their annual evaluation (BOR-COHE Appendix F).
31. It shall be the responsibility of the President of the Faculty Senate to perform the following duties.
 - A) Publish this policy in the first Campus Currents each academic year.
 - B) Receive applications from the Vice-President for Academic Affairs.

- C) Distribute completed applications to the members of the Faculty Senate.
- D) Give Faculty Senate recommendations to the Vice-President of Academic Affairs.