

# MISSISSIPPI STATE UNIVERSITY<sup>™</sup>

## Policy and Procedure

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy & Procedure Manual

DATE: April 17, 1989

SUBJECT: AOP 13.06 – Sabbatical Leave for Faculty Members of State Institutions of Higher Learning

#### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to outline the policy of Mississippi State University with regard to sabbatical leave for faculty members, to ensure our understanding and a standardized approach in the handling of sabbatical leave as required by the Board of Trustees of State Institutions of Higher Learning.

#### REVIEW

This AOP will be reviewed every four years (or when circumstances require an earlier review) by the [Associate Provost for Academic Affairs](#) (APAA) with recommendations for revision presented to the [Provost and Executive Vice President](#).

#### POLICY/PROCEDURE

Any members of the faculty of the State Institutions of Higher Learning of the State of Mississippi shall be eligible for Sabbatical leaves, for the purpose of professional improvement, for not more than two semesters immediately following any twelve or more consecutive semesters of active service in the Institutions of Higher Learning of this State where such faculty member is employed or for not more than one semester immediately following any six or more consecutive semesters of such service. Absence on sick leave shall not be deemed to interrupt the active service herein provided for.

Applications for sabbatical leave shall be made to the Board of Trustees of the State Institutions of Higher Learning, with the approval of the Chancellor or the President of the Institutions of Higher Learning. Approval or disapproval of the applications for sabbatical leave shall be made on the basis of regulations prescribed by the Board of Trustees of State Institutions of Higher Learning.

Any person who is granted a sabbatical leave and who fails to comply with the provisions of such leave as approved by the State Institutions of Higher Learning may have his or her leave terminated by the Board of Trustees of State Institutions of Higher Learning. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical leave. Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.

In order to provide for the above leaves the Board of Trustees of State Institutions of Higher Learning shall have power to adopt rules and regulations regarding such leave. In no instance shall leave be granted unless there is a contract providing for continued service, after expiration of the leave, in the college where the faculty member is employed.

Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment in the institution of higher learning in which such person is employed, which such person would have enjoyed if in active service during such leave in the position from which such leave was taken. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person's annual salary. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner salaries of the other members of the faculty are paid. In instances where policies and practices are developed to create mechanisms for salary enhancement, all eligible MSU faculty can participate in these opportunities before, during or after a sabbatical leave period.

**Regulations Established by the Board of Trustees for Faculty Members Seeking to Qualify for Sabbatical Leave.**

1. To qualify for one semester (4-1/2 months) of leave, a faculty member must have served full-time on the faculty of one of the Mississippi State Institutions of Higher Learning for six (6) consecutive semesters of regular session work before the effective date of leave; to qualify for two semesters (9 months) of leave, he/she must have served full time on the regular faculty of the institution twelve (12) consecutive semesters of regular session work in the institution before the effective date of leave. However, a faculty member eligible for two semesters of sabbatical leave may receive sabbatical leave for one semester at full pay in lieu of two semesters of leave at half pay; and a faculty member eligible for one semester of sabbatical leave at regular one-half pay may receive two semesters of leave at one-fourth pay.
2. A faculty member who is granted leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning for the full period of the leave.
3. Application for sabbatical leave will be made to the Board of Trustees of State Institutions of Higher Learning through the Office of the Chancellor or President of the employing institution. Standard application forms may be obtained from the faculty personnel officer.
4. A faculty member granted leave must enter formal agreement with the Board of Trustees to remain on the full-time regular faculty of the employing institution for one semester for each semester of leave granted, which semester shall follow immediately the termination of the leave period. This formal agreement must require repayment of

salary received while on leave by anyone given leave (sabbatical or other) who does not return to work for the specified time required. (This policy applies to any employee on leave with pay.)

5. Leave shall be granted "for the purpose of professional improvement" only. Sabbatical leaves allowed under the Mississippi statute are not granted as rest periods, vacations, earned leave with part pay, nor for any other purpose except as explicitly stated in law. Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth of students, scholars, and professional people, whether under the sponsorship of an institution of higher education or of an organization known generally to engage in educational promotions meritorious to higher education. Faculty members on such leave may not accept full-time employment or enter into any written or implied obligation of employment which would violate the contracts for full service he/she will have with his/her institution while on leave.
6. A faculty member on sabbatical leave remains a full-time employee of the Board of Trustees of State Institutions of Higher Learning with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits.
7. Faculty on sabbatical leave will have access to information about, and be allowed the opportunity to participate in the same meetings, discussions, academic decisions, administrative decisions, and elections within their home department or college that they would traditionally be involved in prior to, and after an approved sabbatical leave.

#### RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
<a href="#">Associate Provost for Academic Affairs</a>	Review	2018

#### **APPROVED BY:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

04/28/2014  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President

05/02/2014  
Date

/s/ Gerald Emison  
Chair, Robert Holland Faculty Senate

05/06/2014  
Date

**REVIEWED:**

/s/ Lesia Ervin  
Director, Internal Audit

05/30/2014  
Date

/s/ Joan Lucas  
General Counsel

06/03/2014  
Date

**APPROVED:**

/s/ Mark Keenum  
President

06/09/2014  
Date