



MISSISSIPPI STATE UNIVERSITY

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 insure 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 Vice President for Academic Affairs.

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.

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.

NOTE - THIS POLICY HAS BEEN SUPERSEDED

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

REVIEWED BY:

/s/ Jerome Gilbert
Associate Provost for Academic Affairs

10-23-06
Date

/s/ Peter Rabideau
Provost and Vice President
for Academic Affairs

11-01-06
Date

/s/ Robert Wolverton
President, Robert Holland Faculty Sen.

11-02-06
Date

/s/ Don Zant
Director, Internal Audit

11-03-06
Date

/s/ Charles Guest
General Counsel

12-20-06
Date

APPROVED:

/s/ Robert H. Foglesong
President

01-16-07
Date

NOTE: THIS POLICY HAS BEEN SUPERSEDED