



AOP 13.06: SABBATICAL LEAVE

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.

POLICY/PROCEDURE

Faculty members shall be eligible for Sabbatical leaves for the purpose of professional improvement. Sabbatical leaves allowed under the Mississippi statute are not granted as rest periods, vacations, earned leave with part pay, or for any other purpose except as explicitly stated in law. Sabbatical Leaves shall be in accordance with the following:

1. Eligibility – To qualify for one semester (4-1/2 months) of leave, a faculty member must have served full-time on the faculty 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 faculty for twelve (12) consecutive semesters of regular session work before the effective date of leave. Absence on sick leave shall not be deemed to interrupt the active service.

Periods between sabbatical leave shall be the same as the period for eligibility. Credit towards another sabbatical leave will begin with the next academic year regardless of whether an awarded sabbatical leave is taken for a full year or either semester of a year.

2. Approval of Sabbatical Leave – Application for sabbatical leave will be made to the Board of Trustees of State Institutions of Higher Learning through the President. Standard application forms may be obtained from the Office of the Provost and Executive Vice President and shall be submitted by a faculty member to his/her department head by December 15 of the year prior to the expected Sabbatical Leave. Requests are considered based on the plans for professional development and the needs of the home department.

Sabbatical leave requests will be disapproved when financial or other considerations may make such action necessary.

3. University Compensation – Each person granted sabbatical leave may be paid compensation up to the rate of fifty percent of such person's annual salary. A faculty member eligible for two semesters of sabbatical leave may choose to take sabbatical leave for one semester at full pay in lieu of two semesters of leave at half pay.
4. Additional Compensation – 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 may not, however, receive compensation that would exceed the salary which such faculty member would have received during the sabbatical period had he/she not been granted the leave.

5. Reimbursement for Travel – As a general rule, the University does not allow for reimbursement of travel or living expenses such as lodging and meals while on sabbatical leave. It is only in very rare situations and under unusual circumstances that the University would consider allowing such expenses to be paid from existing University funds, including University Professorships/Discretionary funds. If a faculty member needs University funding for any part of the sabbatical, this request should be included in the paperwork submitted to his/her Department Head/School Director. Such requests must be approved in advance by the Provost and Executive Vice President.

Some research awards may, however, allow for reimbursing some or all of these expenses if they are awarded for that purpose.

6. Changes to Approved Sabbatical Leave – Under rare circumstances, MSU, in consultation with the faculty member, may revoke, suspend, or delay an approved sabbatical if deemed necessary, or if circumstances or needs in the faculty member's home department supersede those gained by the sabbatical leave. Revocation, delay or suspension of an approved sabbatical requires Department Head, Dean and/or Director, Vice President (where appropriate), and Provost approval, with notice to the President and Board of Trustees of State Institutions of Higher Learning. The faculty may appeal the decision to their Dean, Vice President (where appropriate) and Provost.

Additionally, 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.

7. Employment Status While on Leave – A faculty member who is granted leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning as a full time employee of the University for the full period of the leave. Accordingly, faculty members on such leave may not accept any employment or enter into any written or implied obligation of employment which would violate the contracts for full service he/she will have while on leave without approval in writing signed by the Department Head, Dean and Provost and Executive Vice President.

Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment at the University. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical

leave. In instances where policies and practices are developed to create mechanisms for salary enhancement, all eligible faculty can participate in these opportunities before, during or after a sabbatical leave period. Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.

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 if the faculty member is able to do so in the same manner and time as faculty members who are not on leave. No departments can be required to live stream, record, or otherwise take extraordinary action to enable a faculty member on sabbatical to participate.

8. Agreement – A faculty member granted leave must enter formal agreement with the Board of Trustees to remain on the full-time regular faculty 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 who does not return to work for the specified time required.

REVIEW

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

REVIEWED:

/s/ Peter Ryan
Executive Vice Provost and Dean, Graduate School

8/28/2023
Date

/s/ David Shaw
Provost and Executive Vice President

8/28/2023
Date

/s/ Robert Banik
President, Robert Holland Faculty Senate

8/28/2023
Date

/s/ Tracey N. Baham
Associate Vice President, Institutional Strategy & Effectiveness

8/28/2023
Date

/s/ Joan Lucas
General Counsel

8/28/2023
Date

APPROVED:

/s/ Mark E. Keenum
President

8/28/2023
Date