

Mid-Atlantic Christian University Academic Affairs Policy #27

SUBJECT: Benefits specific to full-time faculty

DATE: September 23, 2009

REVISED: 2/1/2011, 2/13/2013

NEXT SCHEDULED REVIEW: Leadership Team, February of odd-numbered years. February 2017

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Academic Affairs

Procedure for: Vice President for Academic Affairs and Faculty

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

Faculty members are at the core of institutional teaching, learning, scholarship, and research, and therefore need to stay current, improve their own knowledge and skills, and have the opportunity to conduct research and engage in scholarship. In order to establish and sustain a culture where faculty professional development is valued and pervasive, Mid-Atlantic Christian University seeks to develop a systematic and comprehensive approach to offering and supporting activities and programs that assist and encourage members of the faculty to pursue professional development.

This policy statement partially addresses “Comprehensive Standard 3.7.3 Faculty Development” of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2012 edition).

II. Policy

A. Sabbatical Leave

The Sabbatical Leave is considered a privilege granted by the University to a professor for the mutual benefit of both parties. A sabbatical is for research, study, writing or other creative work contributing to the upgrading of degree status, or to the professional development and effectiveness of the recipient. Professors on leave are considered to be in the continuous service of the University; hence, leaves do not affect considerations of promotion.

The University normally schedules sabbatical leaves without hiring additional personnel. By the careful scheduling of classes and by other faculty sharing teaching responsibilities, it should be possible for faculty to take a semester's sabbatical leave without being replaced during that leave.

B. Educational Leave or Short-Term Retraining Leave

A faculty member may request of the VPAA a leave of absence without salary for a specific period of time for the purpose of further study, research, or service. When such a leave is granted, the faculty member retains an inactive status position at the University and is obligated to return to active duty at the close of the pre-arranged leave period, unless unforeseen circumstances render it impossible or impractical for him or her to return.

C. Travel

Approval of and funding for faculty travel are administered by the VPAA. The amount of funding is determined by the budget. Faculty are encouraged to use these funds by submitting plans for professional travel to the VPAA. With the approval of the VPAA, funds are awarded as available in the budget. Application may also be made for additional funding for unusual opportunities and special cases. These applications are considered individually; funds are awarded as available, on a case by case basis.

D. Conferences

Conferences come under the same rules and same funding as travel. In the case of conferences, the VPAA may give special consideration to additional funding for faculty members who are presenting at a conference, so long as the reimbursed amount does not exceed the direct cost of attending said conference.

E. Faculty Tuition Waiver

All faculty serving in a full-time capacity at the University may attend any course on a tuition free basis pending space availability, up to three semester credit hours per semester.

F. Professional membership

The administration recognizes the value of professional and learned societies. If sufficient funds are available, the University will pay membership dues to these organizations (up to \$200 for full-time faculty).

H. Advanced Education

In special situations in order to enhance the academic preparation and credentials of its faculty the University may help finance advanced education as is mutually agreed upon by the full-time faculty member and the VPAA.

III. Procedure

A. Sabbatical Leaves

The following discusses the eligibility, guidelines, obligations, and procedures of the sabbatical program.

1. Eligibility

All full-time persons with faculty status are eligible for a sabbatical after serving for seven years without a sabbatical at the University. The Academic Cabinet and the VPAA review sabbatical proposals and recommend to the President those which best conform to the guidelines.

2. Guidelines

Sabbatical leaves are granted by the President based on the following guidelines:

- a. Consistency with one or more of the following purposes:
 - 1) the improvement of teaching competence;
 - 2) acquisition of skills or insights of value to the program of Mid-Atlantic Christian University;
 - 3) enlarging the professor's outlook through exposure to a social and cultural context significantly different from that of Eastern North Carolina;
 - 4) research related to one's teaching field at the University;
- b. Years of service since the last sabbatical (these shall be weighted heavily in determining the granting of sabbaticals but will not be the only factor);
- c. The ability of the University to make adequate provisions for its academic program as determined by the Academic Cabinet and the VPAA (normally two persons from a given area are not granted leaves simultaneously);
- d. Recommendation by the Academic Cabinet and the VPAA upon receipt of a proposal by September 15 preceding the fall semester of the requested sabbatical or by February 15 preceding the spring semester of the requested sabbatical. Final approval by the Academic Cabinet and the VPAA for recommendation to the President normally comes no later than December 15, if submitted in September, or May 15, if submitted in February. The President will normally respond no later than January 15 or June 15, respectively;
- e. Early sabbaticals are contingent on the ability of the University to sustain the academic program as determined by the Academic Cabinet and the VPAA;

- f. When a half-year sabbatical is taken, the faculty pay and benefits will remain at regular levels. When a full-year sabbatical is taken, the pay will be one-half to full pay of the regular amount, benefits will continue: health benefits will be paid at regular level, and pension contributions will be paid on the reduced pay at the regular (pre-sabbatical) percentage.

For a two semester faculty sabbatical, the determination of percent of salary (50% - 100%) will follow these guidelines:

- 1) A faculty member will receive full salary if he/she provides evidence in the proposal that he/she and the University will receive maximum benefits from the outcomes of the experience. Outcomes could include reasonable promise of receiving grants, publishing books and articles, or major presentations. The greater the benefit of these outcomes to all concerned, the greater the salary percentage.
- 2) The VPAA must approve the salary decision.

Should grant money payable to the University be secured to support a full-year sabbatical, the grant money will be expended for the following items in rank order:

- 1) reimburse Mid-Atlantic for adjunct pay paid by the University in excess of normally budgeted amounts;
- 2) restore the faculty pay and benefits to full salary;
- 3) reimburse the University indirect costs for the salary and other attendant costs;
- 4) reimburse the faculty member for any direct expenses of the sabbatical work, provided such expenses have been properly submitted and approved by the University.

3. Obligations

- a. Funds received as salary from other sources during sabbaticals must be reported to the Academic Cabinet. Such funds shall be considered reimbursement for documented sabbatical expenses, including reduction of total family income, and salary beyond these expenses shall reduce University salary accordingly;
- b. The professor is obligated to remain in the service of Mid-Atlantic Christian University for at least two years following the leave or repay one-half of all funding related to the sabbatical salary for each of the semesters not served;
- c. Following the sabbatical, the professor is responsible for submitting a written report of activities which occurred on leave to the Academic Cabinet and for presenting an oral report to the Faculty. The written report must be submitted to the Academic Cabinet within sixty days of the beginning of the semester following the leave.

The sabbatical report should include both a summary and evidence of the leave accomplishments in relation to the sabbatical application. The appropriate administrator shall review the report as part of the prescribed evaluation process.

4. Procedures

Department Chairs will play a primary role in the sabbatical process. They will maintain careful records of sabbatical status and communicate regularly with each other in coordinating the sabbatical program. They will remain cognizant of years of service, curricular needs, and needs for faculty development in encouraging faculty within their area to apply for a sabbatical in a timely and collegial fashion. They will attempt to ensure that all faculty receive sabbaticals with reasonable frequency. Planning for a sabbatical should be a part of the Faculty Development Report each year.

5. Records and Files

The VPAA maintains the list of eligibility of faculty and is responsible, along with the Department Chair, for publishing the list of anticipated dates for sabbaticals and for notifying individuals of impending eligibility. The VPAA also maintains a file of sabbatical reports.

6. Administrators With Faculty Status

Persons with faculty status (as defined in Academic Affairs Policy #20) whose primary function is not classroom teaching may apply to the President for a sabbatical leave for up to one semester. Primary considerations for this sabbatical leave are the merit of the proposal itself and the provision for covering the duties of the person while gone.

B. Educational Leave

Requests for such leaves of absence are submitted in writing to the VPAA on or before January 31 of the preceding academic year. The request includes agreement to the above obligation together with the purpose and period of the leave. The faculty member receives a written response from the President. The time devoted to a leave of absence without salary shall not be counted toward seniority in qualifying for a sabbatical leave.

C. Short-Term Retraining Leave

Short-term retraining leaves follow the same rules and procedures as those for educational leaves.

D. Professional membership

Make written request for such payments to the VPAA.

E. Advanced Education

The faculty member will notify the VPAA of his or her desire to pursue advanced education. Upon the determination of the VPAA, the VPAA will grant credit toward the faculty member's work load per the number of course hours that the faculty member is a student. (For example, a faculty member taking 6 hours during a fall semester will be given 6 hours credit toward his or her work load.) At the conclusion of the academic year the work load will be totaled out and any overages will be paid at the current adjunct salary rate (see Academic Affairs Policy #19).

IV. Published: Policy Manual, Faculty Handbook

V. Reason for Revision

VI. Appendices