



Faculty Leave

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Sabbatical, Leave Without Pay

University application forms must be used to request sabbatical leave and are available from the Vice-President for Academic Affairs Office. The forms must be submitted according to established deadline and require the Director's signature indicating that teaching/budget resources are available to cover the requested absence. Director's approval requires a statement of the faculty member's suggestions for covering the teaching load, which must first be reviewed with the respective program director. This will be followed by a conference (Candidate, Director, Program Director). Please take appropriate steps in timely fashion.

Leave without Pay (LWOP) is not dependent on university forms, but requires a written proposal/request that includes all other steps outlined above. It should be requested one year in advance (See WSU Faculty Handbook, online). LWOP may be considered with less advance notice if circumstances warrant.

Sick Leave

Sick Leave with pay is a feature of the faculty benefits package. The Sick Leave Policy is administered by Central Administration via a monthly report to the Human Resources Office. Sick leave must be submitted in 4 hour increments.

It is the responsibility of each faculty member to report sick leave when illness has prevented him/her from meeting scheduled class sessions or lessons, etc. Please notify Director by email to report sick leave.

Without notifying the Director of absence for illness during the month, it is assumed that no sick leave has been taken in that month. Additionally, Administrative Assistants will report all incidents of

faculty call-in for illness (requesting signs on doors or other student notification) to the Director; these will be counted as sick leave for the days affected unless clarification is supplied by the faculty member.

Faculty Meetings

Faculty are expected to make themselves available for the following meetings as called. Inability to attend because of irresolvable conflict should be indicated by note to the Director and Dean. While not diminishing the importance of attending, it is unnecessary to report non-attendance at University faculty meetings.

The four types of meetings are:

- ✓ University: Called by the Vice-President of Academic Affairs as required to communicate and conduct the business of the University.
- ✓ College: Called by the Dean as required to communicate college information and conduct the business of the CFA. One or two per semester may be expected.
- ✓ School: Called by the Director to communicate University, College, and School information and conduct the business pertaining to the school. The Director will send faculty a schedule of meeting times at the beginning of the Fall semester.
- ✓ Program Area: Program area faculty are encouraged to meet weekly or regularly to ensure appropriate opportunity for communication of University, College, School, and program area information, requirements, and concerns. Program Area Directors have the responsibility for establishing an appropriate schedule and format for area faculty meetings.

