

**UNIVERSITY OF OREGON  
APPLICATION AND CONTRACT FOR SABBATICAL LEAVE FOR  
NON-BARGAINING UNIT MEMBERS**

Date:

I, \_\_\_\_\_, UO ID \_\_\_\_\_, hereby apply for sabbatical leave from \_\_\_\_\_  
(term range)

If granted sabbatical leave, I hereby agree to abide by the applicable terms of the University of Oregon Sabbatical Leave Policy Number II.03.05, covering such leave, which terms are incorporated into and made a part of this application and contract by reference. I will, in accordance with such terms, submit a report within three months of the expiration of any such approved sabbatical leave of the accomplishments and benefits resulting from any approved sabbatical leave to my Department/Unit Head, Dean, and the Provost.

I understand that any approved sabbatical leave is contingent upon my returning to the University of Oregon for a period of at least one year's continuous service immediately following expiration of the sabbatical leave. Accordingly, if granted sabbatical leave, I hereby agree to remain in the service of the University of Oregon for at least one full year of continuous service after the expiration of the approved sabbatical leave. If I fail to remain in the service of the institution for a full year after the expiration of the approved sabbatical leave, I agree to refund to the University of Oregon within three months of the expiration of the approved sabbatical leave or within three months of termination of service for less than the required full year of continuous service, if applicable, the full amount paid to me by the University of Oregon during this period of sabbatical leave, including the full salary paid during the leave plus the health care and retirement contribution paid by the University of Oregon on my behalf during the leave. In case of my permanent disability, due to ill health or accident, or death, which prevents me from returning to the service of the University of Oregon, neither I, nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

**Amendments to this Contract:** When approved by Provost/designee via online forms workflow, this document becomes a contract. Cancellation of the leave, change in duties, purposes, or any other conditions must be approved by all signatories of this agreement. Cancellations should be made by letter. If there are other changes a substitute request marked "revised" may be submitted.

As an employee of UO, I understand that the Conflict of Interest and Conflict of Commitment policies apply during sabbaticals as they apply normally.

Applicant Signature

Date

Rank at Time of Sabbatical Leave:

Promotion to this Rank is Pending

Department/Unit Name:

**Please Attach the Following:**

1. Current Curriculum Vitae
2. A statement that includes a description of the applicant's plan for the proposed sabbatical leave period and the purpose of the proposed leave, which may include research, writing, advanced study, travel undertaken for observation, and study of conditions in our own or in other countries affecting your field or related scholarly or professional activities. The statement should also include a description of (1) current teaching, (2) scholarship, research, and creative activity, (3) service, and (4) other professionally relevant activities.
3. Prior sabbatical reports, if applicable.

## Sabbatical Leave Policy Number: II.03.05 (for reference)

### Reason for Policy

This policy outlines certain matters relating to sabbatical leave.

### Entities Affected by this Policy

All faculty at the UO and individuals who work with faculty.

### Web Address for this Policy

<http://policies.uoregon.edu/sabbatical-leave>

### Enactment & Revision History

09 June 2016 - Revisions approved by the university president

11 May 2016 - Revisions approved by the university senate

31 August 2015 - Technical revisions enacted by the university secretary

01 July 2014 - Became a University of Oregon Policy by operation of law

Former Oregon Administrative Rule Chapter 580 Division 21, Sections 0200 through 0245.

## POLICY

### A. Purposes of Sabbatical Leave

Sabbatical leave is granted to faculty for purposes of research, writing, advanced study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicant's field or related scholarly or professional activities. Sabbatical leave is granted when it can be shown that the applicant is capable of using this period in a manner which will thereafter increase the applicant's effectiveness to the university and to the state. Only the Provost or designee can approve applications for sabbatical leave.

### B. Eligibility for Sabbatical Leave

(1) A faculty member at .5 FTE or greater with the rank of Senior Instructor I or II, Senior Lecturer I or II, Associate Professor, Professor, Senior Research Assistant I or II, Senior Research Associate I or II, Associate Research Professor, Research Professor, Associate Librarian or Senior Librarian may be considered for sabbatical leave:

- a. After having been continuously appointed without interruption by a sabbatical leave for

18 quarters (excluding Summer Session) or, in the case of 12-month faculty, 72 months; or

- b. After having accumulated the equivalent of 6.0 FTE academic or fiscal years over an indefinite period of 9-month or 12-month appointments uninterrupted by a sabbatical leave.
- c. Prior service at the ranks of Instructor, Lecturer or Assistant Librarian, Research Assistant, Research Associate, or Assistant Research Professor when leading to a promotion to a higher rank, may be considered as part of the period of accumulated service for the purposes of the time requirement for sabbatical eligibility.

(2) A series of appointments shall be considered continuous whether or not interrupted by one or more authorized leaves of absence other than a sabbatical leave. An authorized leave of absence will not prejudice the faculty member's eligibility for sabbatical leave. Faculty members may be considered for subsequent sabbatical leaves after again satisfying the conditions specified in subsections (1)(a) or (b) of this section. Cases involving mixed terms of service may be adjusted by the Provost or designee, in accordance with the principles set forth in this section. Funding contingent faculty members with an appointment in the Instructor, Lecturer, Research Assistant or Research Associate category are ineligible for sabbaticals pursuant to this policy.

(3) Applicants for a sabbatical leave must present a careful statement of plans for the leave period, and a justification of the leave in terms of the criteria stated above. The request must be accompanied by an official application form, a curriculum vitae, and a description of current teaching; scholarship; research and creative activity; service; and other professionally relevant activities.

(4) For institutional convenience, and at the initiative and sole discretion of the institution, a sabbatical leave may be delayed by up to two years. In such instances, the faculty member will become eligible for a succeeding sabbatical leave after an equivalently reduced period of years. This section applies to a maximum of 14 consecutive years, covering two possible sabbatical leaves. The same

## Sabbatical Leave Policy Number: II.03.05

agreement may be agreed to in subsequent 14-year periods.

(5) Salary received by a faculty member during a sabbatical shall be calculated as follows:

(a) Salary during sabbatical leave shall be a percentage determined under subsection 5 (b), (c) or (d) of this policy of the faculty member's annual rate in effect at the time the sabbatical leave begins. The percentage is determined by multiplying the faculty member's base salary rate at the time of sabbatical leave by the average FTE at which the faculty member was appointed during the 6.0 FTE years immediately prior to the sabbatical leave.

(b) For faculty on 9-month appointments, salary shall be:

- i. One academic year (three terms) on 60% salary determined under subsection 5(a);
- ii. Two-thirds of an academic year (two terms) on 75% salary determined under subsection 5(a);
- iii. One-third of an academic year (one term) on 100% salary determined under subsection 5(a).

(c) For faculty on 12-month appointments, salary shall be:

- i. One year on 60% salary determined under subsection 5(a);
- ii. Two-thirds of a year on 75% salary determined under subsection 5(a);
- iii. One-third of a year on 100% salary determined under subsection 5(a).

(d) For faculty with appointments in the School of Law, salary shall be:

- i. One academic year (two semesters) on 50% salary during the period of sabbatical leave;
- ii. One-half academic year (one semester) on 100% salary during the period of sabbatical leave.

### D. Sabbatical Leave Reports

At the end of the sabbatical leave, the staff member shall submit a report of the accomplishments and benefits resulting from the leave to the department head, the dean and the Provost.

### E. Obligation to Return

Each faculty member, in applying for sabbatical leave, shall sign an agreement to return to the

University for a period of at least one year's service on completion of the leave. If a faculty member fails to fulfill this obligation, he or she shall repay the full salary paid during the leave plus the health care and retirement contribution paid by the University on behalf of the faculty member during the leave. This amount is due and payable three months following the date designated in the sabbatical agreement for the faculty member to return to the University.

### F. Supplementing of Sabbatical Incomes

To the extent approved in writing by the Provost or designee, faculty members on sabbatical leave may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation strictly conforms to the stated and approved purposes of the sabbatical leave.

**Chapter/Volume:** Volume II: Academics, Instruction and Research Chapter 3: Faculty, general

**Responsible Office:** For questions about this policy, please contact the Office of Academic Affairs (the Office of the Provost) at 541-346-3081

**Original Source:** UO Policy Statement