

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

Date: \_\_\_\_\_

I, \_\_\_\_\_, UO ID \_\_\_\_\_, hereby apply for sabbatical leave from \_\_\_\_\_ to \_\_\_\_\_ (use term dates given below\*)

If granted sabbatical leave, I hereby agree to abide by the applicable terms of the Collective Bargaining Agreement between the University of Oregon and United Academics (CBA) covering such leave, which terms are incorporated into and made a part of this application and contract by reference. (For convenience, CBA Article 33 regarding sabbatical leaves in effect as of October 8, 2013, is set forth on the reverse side of this sheet.) I will, in accordance with such terms, submit a report of the accomplishments and benefits resulting from any approved sabbatical leave to my Department Head, Dean, and the Provost, within three months of the expiration of any such approved sabbatical leave.

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 for one full year of continuous service after the expiration of the approved sabbatical leave, neither I, nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

**APPROVED**

\_\_\_\_\_  
Chair/Department Head Signature Date

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Dean/Director Signature Date

\_\_\_\_\_  
Present Rank or Title (Effective Date if Promotion is Involved)

\_\_\_\_\_  
Provost/Designee Signature Date

\_\_\_\_\_  
Department

- \* Fall Term: September 16 - December 15
- Winter Term: December 16 - March 15
- Spring Term: March 16 - June 15
- Full Year: September 16 - June 15

Eligibility, service and salary date have been verified for the institution.

**AMENDMENTS TO THIS CONTRACT**  
When signed by all parties, 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. Other changes may be made on copies initialed by all signatories or a substitute agreement marked "revised" may be submitted.

**Please Attach the Following:**

1. Current Curriculum Vitae
2. A statement which 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 (a) current teaching, (b) scholarship, research and creative activity, (c) service, and (d) other professionally relevant activities.

# COLLECTIVE BARGAINING AGREEMENT ON SABBATICAL LEAVE

## ***Purposes of Sabbatical Leave***

Article 33 Section 1. Sabbatical leave is granted to bargaining unit 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.

## ***Eligibility for Sabbatical Leave***

Article 33 Section 2. A bargaining unit faculty member appointed 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 twelve-month faculty, 72 months; or
- (b) After having accumulated the equivalent of 6.0 FTE academic or fiscal years over an indefinite period of nine-month or 12-month appointments uninterrupted by a sabbatical leave.
- (c) Prior service at the ranks of Instructor, Lecturer, 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 requirements for sabbatical eligibility.

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 bargaining unit faculty member's eligibility for sabbatical leave.

Bargaining unit faculty members may be considered for subsequent sabbatical leaves after again satisfying the conditions specified in Section 2(a) or (b) above. Cases involving mixed terms of service may be adjusted by the Provost or designee, in accordance with the principles set forth in this Article.

## ***Applying for Sabbatical***

Article 33 Section 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.

## ***Sabbatical Leave Delay***

Section 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 agreement may be agreed to in subsequent fourteen-year periods.

## ***Length of Leave and Salary***

Article 33 Section 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 Section 5 (b) or (c) of this Article of the bargaining unit faculty member's annual rate in effect at the time the sabbatical leave begins. The percentage is determined by multiplying the bargaining unit 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 appointment, salary shall be:
  - i. One academic year (three terms) on 60% salary determined under Section 5(a);
  - ii. Two-thirds of an academic year (two terms) on 75% salary determined under Section 5(a);
  - iii. One-third of an academic year (one term) on 100% salary determined under Section 5(a).
- (c) For faculty on 12-month appointments, salary shall be:
  - i. One year on 60% salary determined under Section 5(a);
  - ii. Two-thirds of a year on 75% salary determined under Section 5(a);
  - iii. One-third of a year on 100% salary determined under Section 5(a).

## ***Sabbatical Leave Reports***

Article 33 Section 6. At the end of the sabbatical leave, the bargaining unit faculty member shall submit a report of the accomplishments and benefits resulting from the leave to the department head, the dean, and the Provost.

## ***Obligation to Return***

Article 33 Section 7. Each bargaining unit 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 bargaining unit 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 his or her behalf 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.

## ***Supplementing of Sabbatical Incomes***

Article 33 Section 8. To the extent approved in writing by the Provost or designee, bargaining unit 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.

## ***Effective Date***

Article 33 Section 9. Effective Date. This Article applies to sabbaticals approved after the effective date of this Agreement.