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## **REASON FOR POLICY**

This policy outlines certain matters relating to sabbatical leave.

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## **ENTITIES AFFECTED BY THIS POLICY**

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

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## **WEB SITE ADDRESS FOR THIS POLICY**

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

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## **RESPONSIBLE OFFICE**

For questions about this policy, please contact the Office of Academic Affairs at 541-346-3081

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## **ENACTMENT & REVISION HISTORY**

Technical revisions enacted by the University Secretary on August 31, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

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

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## **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. Sabbatical leave is granted to unclassified employees having academic rank for purposes of research, writing, advanced study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicants field or related scholarly or professional activities. Sabbatical leave is a privilege and not a right. It is granted only when it can be shown that the applicant is capable of using this period in a~~

~~manner that will thereafter increase the applicant's effectiveness to the University and to the state.~~

## **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; An unclassified employee appointed at .5 FTE or more, with the rank of Senior Instructor, Assistant Professor, Associate Professor, Professor, Research Associate or Senior Research Associate may be considered for sabbatical leave:~~

~~(a) After having been continuously appointed without interruption by a sabbatical leave for 18 academic 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 by the President 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. ~~A one-year period of appointment at less than .5 FTE will count as a period of accumulated service for purposes of the time requirement for sabbatical eligibility.~~ An authorized leave of absence will not prejudice the staff member's eligibility for sabbatical leave. ~~Academic staff~~ 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 ~~President~~ Provost or the President's 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 ~~the University's~~ institutional convenience, and at the initiative and sole discretion of the ~~University~~ institution, a sabbatical leave may be delayed by up to two years. In such instances, the ~~academic staff~~ 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 ~~negotiated, again for the University's convenience, agreed to~~ in subsequent 14-year periods.

~~(4) Sabbatical leave privileges may be granted to unclassified employees in special positions of responsibility and trust, even though they do not hold academic rank. Eligibility for this class of employees will be determined in the manner described in Section B(1) of this policy. Recommendations for sabbatical leave for the above referenced unclassified staff members not otherwise qualified may be made in exceptional cases only at the discretion of the President.~~

~~(5) For purposes of determining eligibility for sabbatical leave, time spent on an authorized military leave from the University shall be considered as University service.~~

~~(6)~~ Salary received by an academic staff ~~faculty~~ member during a sabbatical shall be calculated as follows:

~~(a) Salary under subsection (1)(a) of this section shall be a percentage (determined by Sections F or G) of the academic staff member's annual rate multiplied by the average FTE at which the academic staff member was appointed during the 6.0 FTE years immediately prior to the sabbatical leave. The President shall have the authority and discretion to interpret special circumstances in this regard. For purposes of this subsection, eligibility years are the 18 academic quarters (excluding Summer Session) or in the case of 12-month faculty, 72 months of continuous employment at half time or more that result in the academic staff member's eligibility for sabbatical leave under subsection (1)(a) of this section. during sabbatical leave shall be a percentage determined under subsection 5 (b) or (c) 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) Salary under subsection (1)(b) of this section shall be a percentage (determined by Sections F or G) of the academic staff member's annual rate in effect at the time the sabbatical leave begins.~~

~~(c) If during the period of sabbatical leave the University allocates salary increases to its academic staff members, the annual rate of the academic staff member on sabbatical leave will be increased by the appropriate amount effective on the date that the salary increase was granted.~~ (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. Approval and Revisions of Sabbatical Leave Agreements**

~~(1) Sabbatical leave shall be granted only if approved by the President or designee.~~

~~(2) Revision of the sabbatical leave program or other terms and conditions of the agreement shall be approved by all parties to the original agreement.~~

~~(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 (one term) 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, ~~filing copies with to~~ the department head, the dean and the ~~President~~Provost.

**E. Obligation to Return**

Each ~~academic staff~~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 ~~an a academic staff~~faculty member fails to fulfill this obligation, ~~the academic staff member~~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 academic staff 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. Length of Leave for Academic Year Staff**

~~Staff members employed on an academic year basis are eligible for one of the following types of leave:~~

~~(1) Academic year staff other than the University of Oregon School of Law faculty:~~

- ~~(a) One academic year (three terms) on 60 percent salary during the period of sabbatical leave;~~
- ~~(b) Two-thirds of an academic year (two terms) on 75 percent salary during the period of sabbatical leave;~~

~~(c) One third of an academic year (one term) on 85 percent salary during the period of sabbatical leave.~~

~~(2) Academic year staff at the University of Oregon School of Law:~~

~~(a) One academic year (two semesters) on 50 percent salary during the period of sabbatical leave;~~

~~(b) One half academic year (one semester) on 100 percent salary during the period of sabbatical leave.~~

#### **~~G. Length of Leave for Fiscal Year Staff~~**

~~Staff members employed on a fiscal year basis are eligible for one of the following types of leave:~~

~~(1) One year (12 months) on 60 percent salary during the period of sabbatical leave;~~

~~(2) Two thirds of a year (eight months) on 75 percent salary during the period of sabbatical leave;~~

~~(3) One third of a year (four months) on 85 percent salary during the period of sabbatical leave.~~

#### **~~H. Cost of Sabbatical Leaves~~**

~~The cost of granting a sabbatical leave shall be financed within the funds allotted to the University that employs the staff member.~~

#### **~~I. Supplementing of Sabbatical Incomes~~**

~~To the extent approved in writing by the Provost or designee, Staff 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.~~

#### **~~J. Policy Regarding Sabbatical Leave~~**

~~The policy on sabbatical leaves shall be uniform for all Department institutions insofar as possible.~~

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## **RELATED RESOURCES**

N/A