



## Sabbatical Leave Guidelines

This policy is intended to complement and clarify the Oregon Tech Sabbatical Leave Application and Administrative Rules on Sabbatical Leave.

### Introduction

Serving successfully as a faculty member requires a serious and active engagement with professional development in one's discipline. The purpose of a sabbatical leave is, in general, to encourage professional development through scholarship, research and/or creative endeavor so as to maintain and enhance the intellectual quality of the faculty and to help ensure thereby the highest quality of teaching and scholarship (University Policy 580-021-200). As such, the Sabbatical Leave Application must clearly specify the intended professional development outcome/artefacts(s)\* of the proposed project. The success and merit of the paid sabbatical leave will be weighed on achieving those ends and the review by the Provost's office of a subsequent application for paid leave may consider whether the outcomes of the previous award were met (University Policy 580-021-210). Thus, faculty requesters are encouraged to present the goals in their leave proposal and how they propose to achieve them.

### Recommendations for a Successful Application and Sabbatical

1. **All Sabbatical Leave Application packages are due by 5 PM on the first Monday of October without exception.** The Provost's review of the application as President's designee (University Policy 580-021-0210) will include an analysis of the merit of the proposal, the curricular impact on the department's staffing (acknowledged by the Chair), and any other pertinent factors. The Provost may ask the applicant and/or their Chair for clarification.
2. The **written, final report** on the sabbatical leave must include a detailed summary of the work conducted, and include any artefacts generated from the sabbatical (including grant applications or proposals, papers, conference proceedings, etc., even if in preliminary form). This report is due no later than October 15<sup>th</sup> of the next academic year after the completion of the sabbatical leave to the Provost's office. Incomplete or poorly written reports will be returned to the faculty member for revision.
3. The faculty member is required to make a presentation to the Department or College in any venue open to a broader audience during the following academic year. The Provost's office will invite faculty, students, staff, alumni and others to the presentation.

\*Artefacts are broadly defined as tangible manifestations of the work done during the sabbatical leave period. They must contain an element of disciplinary rigor, acceptance or recognition by an external body of peers or the community served, and serve the faculty and university in improving capacity to elevate our departmental and institutional academic quality. Examples of artefacts could be but are not limited to creative works of art, scholarship, new full or partial course development with subsequent delivery of the new pedagogy, and recognized work in many other areas. Sabbatical leaves can be opportunities to improve pedagogy, increase scholarship through applied or basic research, community engagement from a disciplinary perspective and other venues with the stated intention and path to fulfill the goals of the leave.

*When signed by all parties, this document becomes part of the sabbatical contract, and any changes must be approved by all signatories.*

_____ Applicant	_____ Date
_____ Department Chair	_____ Date
_____ Dean	_____ Date
_____ Provost	_____ Date
_____ President	_____ Date

12/28/17