



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 December 3rd 2018 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 15th 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



Application and Contract for Sabbatical Leave

Name: _____ Date: _____

Present Rank: _____ Department: _____

Requested Sabbatical Dates: _____ to _____

Purpose: _____

Check here if there are additional pages attached to further explain the sabbatical request # of pages _____

I have been a faculty member for _____ years, holding academic rank with full-time service for the years indicated below (omit years on part-time service; for leaves based on service other than full-time, attach exhibit showing computation of eligibility and salary).

I have taken previous sabbatical leaves. Yes No If yes, list academic years below:

My salary rate for the fiscal year is \$ _____ on the basis of _____ months of service for _____ full-time equivalency.

During sabbatical leave salary percentage will be _____% according to Oregon Tech’s University Policies governing such leave.

If granted sabbatical leave, I hereby agree to abide by Oregon Tech’s University Policies in effect as of the date of this agreement, covering such leave, which rules are incorporated into and made a part of this application and contract. For convenience, Oregon Tech’s rules currently in effect are set forth on the reverse side of this sheet.

I hereby further agree to remain in the service of Oregon Tech for at least one year after the expiration of the sabbatical leave herein applied for. In case I am responsible for terminating my connection with Oregon Tech within the period of one year after the expiration of my sabbatical leave, I agree to refund to Oregon Tech within three months the amount paid during this period of sabbatical leave; provided, however, that in case of my permanent disability or death, due to ill health or accident, 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 signed by all parties, this document becomes a contract. Cancellation of the leave, change in dates, purpose 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 and initialed by all signatories or a substitute agreement marked “revised” may be submitted.

Applicant Date

Department Chair Date

Dean Date

Provost Date

President Date

Office Use Only – to be completed by Human Resources
Eligibility, service, and salary data verified by:

Signature

Print Name

Title

Date

Prepare form in triplicate and submit on pink paper. All copies must have original signatures. Distribute, after execution, to applicant, Provost, President.

Administrative Rules on Sabbatical Leave

Effectively readopted as University Policies in substantially identical form on July 1, 2015.

580-021-0200 Purposes of 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 institution and to the state.

Stat. Auth.: ORS 351.070 Stats. Implemented: Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; section (2) Renumbered to 581-021-0245; HEB 1-1993, f. & cert. ef. 2-5-93

580-021-0205 Eligibility for Sabbatical Leave

(1) 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 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 Research Assistant, when leading to a promotion to a higher rank, may be considered by an institution 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 members may be considered for subsequent sabbatical leaves after again satisfying the conditions specified in subsections (1)(a) or (b) of this rule. Cases involving mixed terms of service may be adjusted by the institutional president or the president's designee, in accordance with the principles set forth in this rule.

(3) 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 academic staff 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 institutional convenience, 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 (1) of this rule. 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 institution presidents.

(5) For purposes of determining eligibility for sabbatical leave, time spent on an authorized military leave from a Department institution shall be considered as institutional service.

(6) Salary received by an academic staff member during a sabbatical shall be calculated as follows: (a) Salary under subsection (1)(a) of this rule shall be a percentage (determined by 580-021-0225 or 580-021-0230) 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. Presidents 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 rule. (b) Salary under subsection (1)(b) of this rule shall be a percentage (determined by 580-021-0225 or 580-021-0230) 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 institution 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.

Stat. Auth.: ORS 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 4-1987, f. 4-22-87, ef. 7-1-87; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96

580-021-0210 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.

Stat. Auth.: ORS 351.070 Stats. Implemented: Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93

580-021-0215 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 the department head, the dean and the president.

Stat. Auth.: ORS 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96

580-021-0220 Obligation to Return

Each academic staff member, in applying for sabbatical leave, shall sign an agreement to return to the institution for a period of at least one year's service on completion of the leave. If an academic staff member fails to fulfill this obligation, the academic staff member shall repay the full salary paid during the leave plus the health care and retirement contribution paid by the institution 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 institution.

Stat. Auth.: ORS 351.070 Stats. Implemented: Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; HEB 1-1993, f. & cert. ef. 2-5-93

580-021-0225 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.

Stat. Auth.: ORS 240 & ORS 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 1-1983, f. & cert. ef. 1-19-83; HEB 3-1984, f. & cert. ef. 3-21-84; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96

580-021-0230 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.

Stat. Auth.: ORS 351.070 Stats. Implemented: ORS 351.070 Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 1-1983, f. & cert. ef. 1-19-83; HEB 1-1993, f. & cert. ef. 2-5-93; HEB 5-1996, f. & cert. ef. 12-18-96

580-021-0235 Cost of Sabbatical Leaves

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

Stat. Auth.: ORS 351.070 Stats. Implemented: Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 1-1993, f. & cert. ef. 2-5-93

580-021-0240 Supplementing of Sabbatical Incomes

Staff 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.

Stat. Auth.: ORS 351.070 Stats. Implemented: Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90

580-021-0245 Policy Regarding Sabbatical Leave

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

Stat. Auth.: ORS 351.070 Stats. Implemented: Hist.: HEB 3-1978, f. & cert. ef. 6-5-78; HEB 8-1989, f. 12-11-89, cert. ef. 1-1-90; Renumbered from 580-021-0200(2); HEB 1-1993, f. & cert. ef. 2-5-93



Sabbatical Leave Addendum

Dear Colleagues,

For your convenience, I have attached the revised Sabbatical Leave Guidelines which will be utilized going forward. However, your application is fine as is but you need to agree to the following terms from this document.

1. You must provide a written, final report on your sabbatical leave as indicated in Recommendation #2.
2. You are also required to make a presentation to the broader community during the following academic year as outlined in Recommendation #3.

Please acknowledge your acceptance of these terms by signing below.

Best wishes for a productive sabbatical leave.

Cordially,

A handwritten signature in black ink, appearing to read "Gary Kuleck".

Gary Kuleck, Ph.D.
Provost and Vice President for Academic Affairs

I accept the terms outlined above.

Signature

Date

12/28/17