

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

Date:

I, _____, UO ID _____, hereby apply for sabbatical leave from _____
(term date range)

If granted sabbatical leave, I hereby agree to abide by the applicable terms of the CBA between the University of Oregon and United Academics 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.

COLLECTIVE BARGAINING AGREEMENT ON SABBATICAL LEAVE (for your reference)

Purposes of Sabbatical Leave

Article 33 Section 1. A bargaining unit faculty member may apply for sabbatical leave for purposes of research, writing, advanced study, and 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 to eligible bargaining unit faculty members when their application demonstrates they will use this period in a manner which will thereafter increase the applicant's effectiveness to the university. Only the Office of the Provost can approve applications for sabbatical leave.

Eligibility for Sabbatical Leave

Article 33 Section 2. To be eligible to apply for sabbatical a bargaining unit faculty member must have been successful in their most recent major review or have an approved development plan in which sabbatical leave will allow them to be successful in a subsequent review. A bargaining unit faculty member at 0.5 FTE or greater in the Tenure-Track and Tenured or Career classification at a promoted rank or in a single-rank category who will satisfy the timing requirements of Section 3 is eligible to apply for sabbatical leave.

Bargaining unit faculty members with funding-contingent appointments, except those in the Research Professor category who satisfy the criteria above, are ineligible for sabbatical leave. Bargaining unit faculty members with an agreement to retire are ineligible for sabbatical.

Timing for Sabbatical

Article 33 Section 3. Approved sabbatical leave may be taken by a bargaining unit faculty member after having been continuously employed at the university in a Tenure-Track and Tenured or Career position for 18 quarters (excluding Summer Session) or, in the case of 12-month faculty, 72 months, which

will be measured from their start date in an eligible classification or the beginning of the quarter or month following their most recent sabbatical.

Employment shall be considered continuous whether or not interrupted by one or more authorized leaves of absence other than a sabbatical leave. The minimum timing for sabbatical eligibility will be increased by the length of leave without pay taken by a bargaining unit faculty member. An authorized leave of absence will not prejudice the bargaining unit faculty member's approval for sabbatical leave.

Cases involving mixed terms of service may be adjusted by the Office of the Provost, in accordance with the principles set forth in this Article.

Applying for Sabbatical

Article 33 Section 4. Applicants for 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. Sabbatical plans must include a description of work and outcomes closely aligned with the applicant's position and scope of duties. 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, and a copy of the report on the applicant's last sabbatical described in Section 8 (if this is not the applicant's first sabbatical).

Delays for Sabbatical

Article 33 Section 5. In consultation with a bargaining unit faculty member, a sabbatical leave may be delayed for up to two years by the Office of the Provost for reasons of institutional convenience. In such instances the faculty member will become eligible for a succeeding sabbatical leave after an equivalently reduced period of years.

Duration and FTE for Sabbatical

Article 33 Section 6. Bargaining unit faculty members may apply for sabbatical with the durations specified below. Sabbatical must be taken in consecutive terms. FTE while on sabbatical is calculated as follows:

$$\text{Maximum Sabbatical FTE} \times \text{Annualized FTE Rate} = \text{Actual Sabbatical FTE}$$

Maximum FTE corresponds to the sabbatical duration in the table below. The annualized FTE rate is the regular annualized FTE of the bargaining unit faculty member. FTE for a given sabbatical cannot exceed a bargaining unit faculty member’s regular annualized FTE.

Sabbatical Duration	Maximum Sabbatical FTE
One academic year (9-month appointments); or Nine to twelve months (12-month appointments)	60%
Two-terms (9-month appointments); or Five to eight months (12-month appointments)	75%
One-term (9-month appointments); or Zero to four months (12-month appointments)	100%

Remaining Course Load for Sabbatical

Article 33 Section 7. Bargaining unit faculty members who take a one- or two-term sabbatical will have the following remaining course load for the academic year impacted by sabbatical leave:

Base Course Load	Remaining Course Load	
	One-Term Sabbatical	Two-Term Sabbatical
12	8	4
11	7	3
10	6	3
9	6	3
8	5	2
7	4	2
6	4	2
5	3	1
4	2	1
3	2	1
2	1	0
1	0	0

Sabbatical Report

Article 33 Section 8. 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.

Return Service Requirement for Sabbatical

Article 33 Section 9. 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, at or above their annualized FTE rate in Section 6, on completion of the leave. This one year of service cannot be fulfilled post retirement. If a bargaining unit faculty member fails to fulfill this obligation, they shall repay the full salary paid during the leave plus the health care and retirement contribution paid by the University on their 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.

A signed sabbatical agreement is not a guarantee of post-sabbatical FTE or continued employment. If, at the University's initiative, a bargaining unit faculty members' post-sabbatical FTE is reduced, they are laid off (not for cause), or they are hired or moved into a different role at the university, their return service obligation will be considered fulfilled.

Supplementing of Sabbatical Incomes

Article 33 Section 10. To the extent approved in writing by the Office of the Provost, 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.