REASON FOR POLICY

This policy outlines certain matters relating to sabbatical leave.

ENTITIES AFFECTED BY THIS POLICY

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

WEB SITE ADDRESS FOR THIS POLICY

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

RESPONSIBLE OFFICE

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

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 2, Sections 0200 through 0245.

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.

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:

(a) After having been continuously appointed without interruption by a sabbatical leave for 18 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 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. An authorized leave of absence will not prejudice the faculty member's eligibility for sabbatical leave. 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 Provost or 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 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 14-year periods.

(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 subsection 5 (b), (c) or (d) 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) 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) 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 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 to the department head, the dean and the Provost.

E. Obligation to Return
Each 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 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 behalf of the faculty 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. Supplementing of Sabbatical Incomes
To the extent approved in writing by the Provost or designee, 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.

Related Resources
N/A