

**APPLICATION AND CONTRACT FOR SABBATICAL LEAVE
OREGON STATE BOARD OF HIGHER EDUCATION**

Institution: _____ Date: _____

To the Oregon State Board of Higher Education:

I, _____, hereby apply for sabbatical leave
from _____, to _____, for the purpose of _____

on a yearly salary basis during period of leave of _____ % salary in accordance with the *Administrative Rules* of the State Board of Higher Education governing such leaves.

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

I have been a member of the faculty at _____ for _____ years, holding academic ranks with full-time service as follows for the years indicated (*Omit years on part-time service. For leaves based on other than full-time service, attach exhibit showing computation of eligibility and salary.*): _____

My previous sabbatical leaves have been as follows: (if none, check here _____.)

From _____ to _____; From _____ to _____

From _____ to _____; From _____ to _____

Indicate the number of pages of attachments incorporated into this contract by reference _____

Eligibility, service, and salary data verified for institution by: _____

Name and Title (Please type) _____

If granted sabbatical leave, I hereby agree to abide by the Board of Higher Education's *Administrative Rules* 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, the Board's rules in effect as of July 1, 1987, are set forth on the reverse side of this sheet.

I hereby further agree to remain in the service of the Oregon State Board of Higher Education 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 the Board within the period of one year after the expiration of my sabbatical leave, I agree to refund to the Board 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.

Approved:

Head of Department

Dean or Director

Vice President or Dean of Academic Affairs

President

Executive Vice Chancellor

Date: _____

Signature of Applicant

Applicant Present Rank or Title

Department

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.

Prepare this form in triplicate on pink paper. For distribution, after execution, to applicant, President, and Provost.

ADMINISTRATIVE RULES ON SABBATICAL LEAVE

580-21-200 Purposes of Sabbatical Leave. (1) Sabbatical leave is granted to staff members of academic rank for purposes of research, writing, advance 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. Since 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 which will provide greater service to the institution and to the state.

(2) The policy on sabbaticals leaves shall be uniform for all Department institutions insofar as possible.

Statutory Authority: ORS 351.070. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-205 Eligibility for Sabbatical Leave. (1) An academic staff member may be considered for sabbatical leave only after having been continuously employed in the Department of Higher Education at half-time or more for six academic or fiscal years at the rank of instructor or above. A series of annual appointments shall be considered continuous whether or not interrupted by one or more authorized leaves of absence. However, an authorized leave of absence does not count as a year of service for purposes of the six-year requirement for sabbatical eligibility, nor does it prejudice the staff member's right to consideration for sabbatical leave. Academic staff members employed on academic-year appointments may be considered for subsequent sabbatical leaves after completing six years of continuous service following return from the last sabbatical leave; or, in the alternative, may be considered for any one of the three types of sabbatical leave listed in rule 580-21-230 after six years of continuous service following return from the last sabbatical leave. Cases involving mixed terms of service, or other irregular conditions, may be adjusted by administrative officers in accordance with the principles set forth in this division.

(2) Sabbatical leave privileges may be granted to staff members in special positions of responsibility and trust, even though those staff members do not hold academic rank. Recommendations for sabbatical leave for persons not otherwise qualified may be made in exceptional cases at the discretion of individual Presidents.

(3) For purposes of determining eligibility for sabbatical leave, time spent by a staff member on an authorized military leave from a Department institution shall be considered as institutional service, with the understanding that during the military leave the staff member is considered to have the same academic rank held at the commencement of the leave.

(4) Salary received by an academic staff member during sabbatical leave will be a percentage (determined by OAR 580-21-225 or 230) of the staff member's annual rate multiplied by the average FTE at which the staff member was appointed during the eligibility years immediately preceding the sabbatical leave. For purposes of this rule, eligibility years are the years of continuous employment that result in the staff members eligibility for sabbatical leave.

Statutory authority: ORS 351.070. Hits: Filed and Eff. 6-5-78 as HEB 3-1978; filed 4-22-87, eff. 7-1-87 as HEB 4-1987

580-21-210 Approval of Sabbatical Leave. Sabbatical leave shall be granted only if approved by the President and the Provost.

Statutory Authority: ORS 351.070. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-215 Sabbatical Leave Reports. During the period of sabbatical leave the staff member shall inform the Provost in writing if any change is made in the program for sabbatical leave as outlined in the application. 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 Provost.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-220 Obligation To Return. Each 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.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-225 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% salary during the period of sabbatical leave;
- (b) Two-thirds of an academic year (two terms) on 75% salary during the period of sabbatical leave;
- (c) One-third of an academic year (one term) on 85% 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% salary during the period of sabbatical leave;
- (b) One-half academic year (one semester) on 100% salary during the period of sabbatical leave.

Statutory Authority: ORS 351.07, 240.240(4). Hist: Filed and Eff. 3-21-84 as HEB 3-1984

580-21-230 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 (twelve months) on 60% salary during the period of sabbatical leave;
- (2) Two-thirds of a year (eight months) on 75% salary during the period of sabbatical leave;
- (3) One-third of a year (four months) on 85% salary during the period of sabbatical leave.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 1-19-83 as HEB 3-1983

580-21-235 Cost of Sabbatical Leaves. The cost of granting sabbatical leaves shall be financed within the funds allotted to the institutions.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-240 Supplementing of Sabbatical Incomes. Staff members on sabbatical leave may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation does not interfere with the objectives of the sabbatical leave.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

(Adopted by the State Board of Higher Education, March 14, 1939; amended August 9, 1949, April 22, 1952, March 8-9, 1965, April 24, 1974, May 26, 1978, December 17, 1982, February 24, 1984 and March 20, 1987)