



Guidelines
Application for Sabbatical Leave
(Rev. 1/2/2014)

Sabbatical leaves are applied for one year in advance of the academic year in which the leave is to be taken. Applications are due to the appropriate dean's office by the Monday after final exams week of fall term.

Instructions:

1. Complete the *Application and Contract for Sabbatical Leave: Oregon State Board of Higher Education* form at: http://www.wou.edu/provost/academic_forms.php. Print, in triplicate, on pink-colored paper. (Note: the person signing as "department head" on this form is the division chair.)
2. Provide an accompanying 1-2 page narrative addressing the purpose of the proposed sabbatical leave activities and how they will advance your work at WOU.
3. Attach one copy of your current Curriculum Vitae.
4. Please discuss coverage needs with your division chair. The division chair must submit, for dean's review, a tentative staffing plan for covering your teaching duties during your absence. The plan should address which of your courses will be taught by others, in-load; which courses will require hiring replacement instructors; which courses will be postponed until your return.

REMINDER: At the end of each sabbatical leave the recipient must submit a detailed Sabbatical Leave Report to the Division Chair, the College Dean and the Provost (see "Sabbatical Leave Reports 580-021-0215" on the back of the Sabbatical Leave Application). This report is due no later than the end of the term that the member returns from sabbatical leave.

Additional information on Sabbatical Leaves can be found in Article 21 of the CBA.

http://www.wou.edu/provost/CBA/WOUFT_CBA_2013-2015.pdf

If human subjects or confidential data are involved, authorization from the WOU-IRB will be necessary before research is commenced. <https://www.wou.edu/provost/irb>

If animal subjects are involved, please see the head of the biology department regarding appropriate Institutional Animal Care and Use Committee authorizations.