



Academic Affairs

Office of the Provost and Academic Affairs

Sabbatical

Sabbatical leave is governed by [Article 33 of the UA CBA \(/sites/academicaffairs2.uoregon.edu/files/article_33.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_33.pdf) for represented faculty, and [UO policy \(http://policies.uoregon.edu/sabbatical-leave\)](http://policies.uoregon.edu/sabbatical-leave)  for unrepresented faculty. Sabbatical leave is granted to faculty for 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 in 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. Faculty with questions regarding sabbatical leave should contact their unit head.

ELIGIBILITY FOR SABBATICAL

Both tenure-track faculty (TTF) and non-tenure-track faculty (NTTF) appointed at .50 FTE or more with the requisite rank, duration of service, and prior service may be considered for a sabbatical leave, provided that they first demonstrate they have satisfied all eligibility requirements. See [Article 33 of the UA CBA \(/sites/academicaffairs2.uoregon.edu/files/article_33.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_33.pdf) and [UO policy \(http://policies.uoregon.edu/sabbatical-leave\)](http://policies.uoregon.edu/sabbatical-leave)  for details.

In general, funding contingent faculty are not eligible for sabbatical leave.

Special Notice Regarding NTTF Sabbatical

Eligibility to be considered for sabbatical leave requires 6 years as a career NTTF at the University of Oregon, and only those career NTTF who have been promoted and who have appointments at .5 FTE or greater may apply for a sabbatical (to commence after the 6th year). Previous service as an adjunct/pro-tem/visiting faculty member does not typically count toward eligibility for sabbatical leave.

In extraordinary circumstances, a promoted career NTTF who was reclassified during the 2013-14 academic year, according to the CBA Memorandum of Understanding "One-time Reclassification of Adjunct Faculty," may petition the provost (via the dean) to apply time served as an adjunct/pro-tem/visiting faculty towards the 6-year minimum. Consideration of such a petition requires satisfying these criteria:

- 1) the NTTF must have had an appointment at the UO of .5 FTE or above for all years of service applied towards sabbatical eligibility;
- 2) the NTTF must have had an appointment at the UO in the same position as the current position during the years of service applied towards sabbatical eligibility;
- 3) the petition for early sabbatical, e.g., counting years prior to the career NTTF appointment, must justify why the sabbatical is necessary for the year applied (instead of after 6 years as a career NTTF).

Petitions will not be considered after academic year 2019-2020, which is six years after the reclassification process in academic year 2013-2014.

APPLICATION

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 should be accompanied by an official application form, a curriculum vita, and a description of current teaching, research, and other professionally relevant activities.

The deadline for sabbatical leave requests to Academic Affairs is the last work day in February. Faculty members should consult their school or college deadlines to submit requests for dean's signature. Sabbatical leave requests will not be processed without dean's approval and signature.

The sabbatical application and procedure can be found on the Human Resources – Operations website under [sabbatical leave instructions \(http://hr.uoregon.edu/sabbatical-instructions\)](http://hr.uoregon.edu/sabbatical-instructions). Sabbatical applications that do not meet all criteria may be denied.

Upon approval of a sabbatical application, a sabbatical leave may be delayed for up to two years for institutional convenience, and at the sole discretion of the institution. 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.

SALARY AND BENEFITS

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 sections (b), (c), or (d) below 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 appointment, salary shall be:

- i. One academic year (three terms) on 60% salary determined under section (a);
- ii. Two-thirds of an academic year (two terms) on 75% salary determined under section (a);
- iii. One-third of an academic year (one term) on 100% salary determined under section (a).

(c) For faculty on 12-month appointments, salary shall be:

- i. One year on 60% salary determined under section (a);
- ii. Two-thirds of a year on 75% salary determined under section (a);
- iii. One-third of a year (one term) on 100% salary determined under section (a).

(d) For faculty with appointments in the School of Law, salary shall be:

- i. One academic year (two semesters) on 50 percent salary during the period of sabbatical leave;
- ii. One-half academic year (one semester) on 100 percent salary during the period of sabbatical leave.

Before the beginning of a sabbatical leave, faculty members are strongly urged to contact the Benefits office in [Human Resources \(http://hr.uoregon.edu/benefits\)](http://hr.uoregon.edu/benefits) regarding coverage while away from campus. This is particularly important for faculty members planning to travel abroad.

POST-SABBATICAL OBLIGATIONS

At the end of the sabbatical leave, a faculty member must submit a report of accomplishment and benefits resulting from the leave.

Sabbatical reports are due at the end of the term following the faculty member's return and must be submitted to the department head, dean, and senior vice provost (as the provost's designee).

Upon completion of the sabbatical leave, a faculty member is required to return to the university for at least one year's service.

RESEARCH LEAVES

When a faculty member is successful in winning grant support for a period of research leave, it is sometimes possible to channel the grant funds through the university, and thereby continue paid appointment, rather than taking the funds directly from the granting agency or foundation and spending the time on leave without pay. To see if your grant award would be eligible for this treatment, contact [Sponsored Projects Services \(http://orsa.uoregon.edu/\)](http://orsa.uoregon.edu/) at 541-346-5131.

Winning certain prestigious but low-paying fellowships may qualify faculty for a university subsidy of up to 30 percent of annual salary and for a continuation of fringe benefits while on leave. More information about this program can be found on the Human Resources – Operations [website \(http://hr.uoregon.edu/hr-operations\)](http://hr.uoregon.edu/hr-operations).

QUICK LINKS

[Current UA CBA \(/sites/academicaffairs2.uoregon.edu/files/2015-2018_cba_final_linked_0.pdf\)](http://sites/academicaffairs2.uoregon.edu/files/2015-2018_cba_final_linked_0.pdf)

RESOURCES

[Tenure-Track Faculty \(/tff\)](#)
[Non-Tenure-Track Faculty \(/nttf\)](#)

[Contact Us \(/content/about-us\)](#)

Office of Academic Affairs
 1258 University of Oregon

UO Policy Library

(<http://policies.uoregon.edu/>)

CAREERS ([HTTP://HR.UOREGON.EDU/JOB/AVAILABLE-POSITIONS](http://hr.uoregon.edu/jobs/available-positions))

POLICY ([HTTP://REGISTRAR.UOREGON.EDU/RECORDS-PRIVACY](http://registr.ar.uoregon.edu/records-privacy))

FACULTY HANDBOOK ([HTTP://UOREGON.EDU/ABOUT](http://uoregon.edu/about))

Faculty Handbook

([HTTP://UOREGON.EDU/ABOUT](http://uoregon.edu/about))

([HTTP://UOREGON.EDU/ABOUT](http://uoregon.edu/about))

Forms and Templates

([HTTP://UOREGON.EDU?UTM_SOURCE=BANNER-MODULE&UTM_CAMPAIGN=FOOTER](http://uoregon.edu?utm_source=banner-module&utm_campaign=footer))

([/content/academic-affairs-](http://uoregon.edu?utm_source=banner-module&utm_campaign=footer)

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Workshops ([/workshops](http://workshops))

Departmental & Unit

Policies ([/content](http://content))

departmental policies)

(<http://studentlife.uoregon.edu/nondiscrimination>).

Academic Leadership

Contact List ([/content](http://content))

[/academic-leadership-](http://content)

[contact-list](http://content))

New Hires ([/new-hires](http://new-hires))

([/content/academic-affairs-](http://new-hires)

archive)

FIND PEOPLE ([HTTP://UOREGON.EDU](http://uoregon.edu)

archive)

Office: Johnson Hall, Room

207

(<https://map.uoregon.edu>

[/?z=18&buildingid=016&](https://map.uoregon.edu)

[pc=green&title=Office of](https://map.uoregon.edu)

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