

## ARTICLE [x]. SABBATICAL LEAVE

### Purpose.

Sabbatical leaves are a privilege extended by Oregon Tech for the purpose of strengthening the academic programs of the university while also contributing to the professional development of the bargaining unit faculty member in scholarship, creative activity, teaching and leadership.

Sabbatical leaves should be granted when it can be shown that the bargaining unit faculty member will use the time in a manner which will provide increased contributions service to the institution either through study and research, writing, advanced study, or travel related to the applicant's field or professional activities.

### Section 1. Eligibility.

Bargaining unit faculty members who have earned tenure at Oregon Tech or have ranks of Instructor 2 or above, or Associate Librarian or above, are eligible for sabbatical leaves.

A bargaining unit faculty may be considered for sabbatical leave under the following circumstances:

(a) After having been continuously appointed without interruption by a sabbatical leave for at least

18 academic terms quarters-(excluding Summer Session) or, in the case of 12-month faculty, at least-72 months;

or

(b) After having accumulated the equivalent of 6.0 FTE years over an indefinite period of 9-month

or 12-month appointments, uninterrupted by a sabbatical leave or a protected leave of absence.

Any authorized or protected leave of absence will not prejudice the faculty member's eligibility for sabbatical leave. Military leave shall be credited for eligibility for sabbatical. Bargaining unit faculty members may be considered for subsequent sabbatical leaves after again satisfying the conditions specified in Section 1(a) or (b) above. Additionally, for purposes of determining eligibility for sabbatical leave, time spent on an authorized military leave from a Department within the institution shall be considered as institutional service.

### Section 2. Application.

Sabbatical application forms shall be available to faculty via the Office of the Provost's website.

Eligible bargaining unit Faculty members shall submit an application for a sabbatical leave to their Department Chair, or appropriate administrative officer Dean and Provost, and a Faculty Senate

Committee on Sabbaticals. Recommendations Decisions to award sabbaticals shall be submitted to the Provost made by the the appropriate Chair, Dean and Provost, and three faculty representatives

designated by Faculty Senate Committee on Sabbaticals. -Metrics for evaluating sabbatical

applications shall be established by the Faculty Senate Committee on Sabbaticals, and shall be

communicated to the faculty apriori of the application deadline. The number (in FTE equivalent) of

sabbatical leaves available every year shall be the sole discretion of the Provost; the Provost shall

communicate the number of sabbatical leaves available to the faculty and to the Faculty Senate

Committee on Sabbaticals no later than June 15th of each year, for the next academic year.

48 The Faculty Senate Committee on Sabbaticals (FSCS) shall include the College Deans and the  
49 University Librarian, and four faculty appointed by the Faculty Senate Executive Committee. The  
50 FSCS shall elect their chair from those faculty serving on the FSCS.

51  
52 The Provost shall consider the committee's recommendations; a sabbatical leave shall be granted  
53 only if approved by the Provost or the Provost's designee. The Provost shall communicate their  
54 decision a decision to the bargaining unit faculty member regarding their application for sabbatical  
55 by the end of Fall term of the academic year in which a faculty applies. Negative decisions shall  
56 include suggestions for strengthening a faculty's application for future sabbaticals. ~~Sabbatical~~  
57 ~~application forms shall be available to faculty via the Provost's website.~~ Successful summaries of  
58 sabbatical applications shall be posted on the Provost's website (redacted as needed by applicant). If  
59 non-disclosure agreements (NDAs) or contracts with third parties are required as part of a  
60 sabbatical, the Employer shall process these requests within twenty (20) calendar days of being  
61 provided to the Employer.

62  
63 Sabbatical leave may be delayed up to two years at the discretion of the Provost, and at the written  
64 request of the applicant. In such cases the applicant shall be notified of the Provost's decision no  
65 later than the end of the Winter term of the current academic year that is prior to the start of the  
66 sabbatical. The bargaining unit faculty member will become eligible for a succeeding sabbatical leave  
67 after an equivalently reduced period of years.

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69 When signed by all parties, the Application for Sabbatical Leave becomes a binding contract.  
70 Revisions to the terms and conditions of the sabbatical contract must be agreed to by all parties to  
71 the original contract. ~~Sabbatical leave may be delayed up to two years at the discretion of the~~  
72 ~~Provost.~~

73  
74 **Section 32. Preference.**

75 A faculty member who has at least ten (10) years or more full-time service since initial appointment  
76 or since the last sabbatical leave will be given highest priority for the award of sabbatical leave.

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78 In cases where it is necessary to choose between several applications for sabbatical leave  
79 from the same department or unit, preference shall not be given based on salary or rank  
80 but instead on the merit of the application. ~~In cases where it is necessary to choose between~~  
81 ~~several applications for sabbatical leave from the same department or unit, preference shall not be~~  
82 ~~given based on salary or rank.~~

83  
84 **Section 43. Sabbatical Pay.**

85 Nine-month bargaining unit faculty members on approved sabbatical leave shall be paid as follows  
86 while on leave:

- 87  
88 (a) One-term sabbatical: 100% of base salary;  
89 (b) Two-term sabbatical: ~~8590%~~ of base salary; and  
90 (c) Three-term (one academic year or full) sabbatical: ~~7780%~~ of base salary.

91  
92 Twelve-month bargaining unit faculty members on approved sabbatical leave shall be paid as follows  
93 while on leave:

94

- 95 (a) Four-month sabbatical: ~~95400~~% of base salary;  
96 (b) Eight-month sabbatical: ~~80900~~% of base salary; and  
97 (c) Twelve-month sabbatical (full): ~~75800~~% of base salary.  
98

99 The base salary rate for a bargaining unit faculty granted sabbatical shall be determined using  
100 the annual salary rate in effect at the time when the leave begins.

101 Bargaining members on sabbatical shall be eligible for all compensation adjustments.

~~102 Faculty on sabbatical shall still be eligible for pay increases due to step (years of service),  
103 promotion, post-tenure review raises, cost of living adjustments, and merit increases during  
104 their time on sabbatical.~~

#### 106 Section 4. Availability.

~~107 Every year, Oregon Tech the Employer shall make available to support available for the equivalent  
108 of at least 1510 full year 9 mo sabbaticals of eligible faculty for full sabbatical leaves. Unused  
109 sabbatical funds from one year shall roll over to the next year, for a period of three years. Approval  
110 of sabbatical leave proposals shall be limited to the number of sabbatical leaves authorized in a year.~~

#### 112 Section 5. Multiple-term Sabbaticals.

113 Faculty members applying for two-~~terms~~ or ~~more~~three-term sabbaticals will be allowed to divide  
114 their sabbaticals among two or three consecutive academic years, subject to approval by the Dean  
115 and Provost.  
116

#### 117 Section 6. Sabbatical Benefits.

118 All benefits will continue to be paid as usual during a sabbatical leave. If alternative insurance is  
119 required to cover a bargaining unit faculty member during the period of sabbatical leave (due to  
120 international travel, etc.), the Employer shall pay the equivalent amount toward that insurance as  
121 would otherwise be paid toward PEBB insurance. Any difference in the amount required for an  
122 alternative health insurance shall be paid by the bargaining unit member.  
123

#### 124 Section 7. Sabbatical Leave Reports.

~~125 At the end of the sabbatical leave, the bargaining unit faculty member shall submit a written  
126 report of the accomplishments and benefits resulting from the leave, filing copies with the  
127 Department Chair, Dean, and Provost within thirty (30) days from the start of the academic term  
128 after returning from sabbatical leave.~~  
129 After returning from sabbatical leave, the bargaining unit faculty member must submit a written  
130 report of the accomplishments and benefits resulting from the leave, aligned to applicant's intended  
131 sabbatical goals and objectives. This report is needed both for the record and as a justification of the  
132 value of the sabbatical leave program. The report is to be filed with the Provost, with a copy to the  
133 Department Chair and the Dean, within the timeline specified in the application.  
134

#### 135 Section 8. Obligation to Return.

136 Each bargaining unit faculty member, in applying for sabbatical leave, shall sign an agreement to  
137 return to the institution for a period of at least one academic year (9-month faculty) or one year (12-  
138 month faculty) upon completion of the leave.  
139

140 If a bargaining unit faculty member fails to fulfill this obligation or voluntarily separates from  
141 employment with Oregon Tech prior to expiration of one (1) academic year following the return  
142 from the sabbatical leave, the faculty member shall repay the full salary paid during the sabbatical  
143 leave plus the health care and retirement contribution (aka OPE, other payroll expenses) paid by  
144 Oregon Tech the Employer on behalf of the faculty member during the leave. This amount is due  
145 and payable within three (3) months following the date designated in the sabbatical agreement for  
146 the bargaining unit faculty member to return or the date of separation, whichever is earlier, unless  
147 another time is mutually agreed to in writing between Oregon Tech and the bargaining unit faculty  
148 member.

149 ~~This amount is due and payable within three months following the date designated in the sabbatical~~  
150 ~~agreement for the faculty member to return to the institution or within three (3) months after the~~  
151 ~~date of separation of employment.~~ In cases of unforeseen circumstances that may prevent a  
152 bargaining unit faculty member from returning to the institution as outlined in this Ssection, the  
153 faculty shall not be required to repay salary or other benefits under this Article. Bargaining unit  
154 members Faculty shall inform the Employer of such circumstances, to the best of their abilities.

### 155 156 **Section 9. Supplementary Pay.**

157 Bargaining unit members may supplement their sabbatical salaries, consistent with stipulations made  
158 in Article [x] on Outside Activities. Bargaining unit faculty members may supplement their sabbatical  
159 salaries to a reasonable degree, provided such supplements align with the goals of the approved  
160 sabbatical, and provided it is approved in writing by the Provost or designee.