

## 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 faculty member will use the time in a manner which will provide increased 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.

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 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.

An authorized leave of absence will not prejudice the faculty member's eligibility for sabbatical leave. 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.

Bargaining unit members may be considered for subsequent sabbatical leaves after satisfying the conditions specified in (a) or (b) above.

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

Faculty shall submit an application for a sabbatical leave to their Department Chair, 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 Provost shall consider the committee's recommendations; a sabbatical leave shall be granted only if approved by the Provost or the Provost's designee. The Provost shall communicate their decision a decision to the faculty regarding their application for sabbatical by the end of Fall term of the academic year in which a faculty applies. Negative decisions shall include suggestions for strengthening a faculty's application for future sabbaticals. ~~Sabbatical application forms shall be available to faculty via the Provost's website.~~ Successful sabbatical applications shall be posted on the Provost's website.

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

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## 49 Section 2. Preference.

50 A faculty member who has at least ten (10) years or more full-time service since initial appointment  
51 or since the last sabbatical leave will be given highest priority for the award of sabbatical leave. In  
52 cases where it is necessary to choose between several applications for sabbatical leave from the same  
53 department or unit, preference shall not be given based on salary or rank.

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## 55 Section 3. Sabbatical Pay.

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

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59 (a) One-term sabbatical: 100% of base salary;

60 (b) Two-term sabbatical: ~~8590~~% of base salary; and

61 (c) Three-term (one academic year or full) sabbatical: ~~7780~~% of base salary.

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63 Twelve-month bargaining unit faculty members on approved sabbatical leave shall be paid as follows  
64 while on leave:

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66 (a) Four-month sabbatical: ~~95400~~% of base salary;

67 (b) Eight-month sabbatical: ~~8090~~% of base salary; and

68 (c) Twelve-month sabbatical (full): ~~7580~~% of base salary.

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70 The base salary rate for a faculty granted sabbatical shall be determined using the annual  
71 salary rate in effect at the time when the leave begins.

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

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## 78 Section 4. Availability.

79 Every year, ~~Oregon Tech the Employer~~ shall make ~~available to support~~ available for the equivalent  
80 of at least 1540 full year 9-mo sabbaticals of eligible faculty for full sabbatical leaves. Unused  
81 sabbatical funds from one year shall roll over to the next year, for a period of three years. Approval  
82 of sabbatical leave proposals shall be limited to the number of sabbatical leaves authorized in a year.

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## 84 Section 5. Multiple-term Sabbaticals.

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

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## 89 Section 6. Sabbatical Benefits.

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

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**96 Section 7. Sabbatical Leave Reports.**

97 At the end of the sabbatical leave, the faculty member shall submit a report of the accomplishments  
98 and benefits resulting from the leave, filing copies with the Department Chair, Dean, and Provost.

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**100 Section 8. Obligation to Return.**

101 Each faculty member, in applying for sabbatical leave, shall sign an agreement to return to the  
102 institution for a period of at least one academic year (9-month faculty) or one year (12-month  
103 faculty) upon completion of the leave.

104

105 If a faculty member fails to fulfill this obligation or voluntarily separates from employment with  
106 Oregon Tech prior to expiration of one (1) academic year following the return from the sabbatical  
107 leave, the faculty member shall repay the full salary paid during the leave plus the health care and  
108 retirement contribution (aka OPE, other payroll expenses) paid by Oregon Tech ~~the Employer~~ on  
109 behalf of the faculty member during the leave. This amount is due and payable within three months  
110 following the date designated in the sabbatical agreement for the faculty member to return to the  
111 institution or within three (3) months after the date of separation of employment. In cases of  
112 unforeseen circumstances that may prevent faculty from returning to the institution as outlined in  
113 this section, the faculty shall not be required to repay salary or other benefits under this Article.  
114 Faculty shall inform the Employer of such circumstances, to the best of their abilities.

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**116 Section 9. Supplementary Pay.**

117 Bargaining unit members may supplement their sabbatical salaries, consistent with stipulations made  
118 in Article [x] on Outside Activities. Faculty may supplement their sabbatical salaries to a reasonable  
119 degree, provided such supplements align with the goals of the approved sabbatical.