

## 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.

Any authorized or protected 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.

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, 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 bargaining unit faculty member 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 (redacted as needed by applicant). If non-disclosure agreements (NDAs) or contracts with third parties are required as part of a sabbatical, the Employer shall process these requests within twenty (20) calendar days of being provided to the Employer.

Sabbatical leave may be delayed up to two years at the discretion of the Provost. In such cases the applicant shall be notified no later than the end of the Winter term of the current academic year that

48 is prior to the start of the sabbatical. The bargaining unit faculty member will become eligible for a  
49 succeeding sabbatical leave after an equivalently reduced period of years.

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51 When signed by all parties, the Application for Sabbatical Leave becomes a binding contract.  
52 Revisions to the terms and conditions of the agreement must be agreed to by all parties to the  
53 original agreement. Sabbatical leave may be delayed up to two years at the discretion of the Provost.  
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## 55 Section 2. Preference.

56 A faculty member who has at least ten (10) years or more full-time service since initial appointment  
57 or since the last sabbatical leave will be given highest priority for the award of sabbatical leave. In  
58 cases where it is necessary to choose between several applications for sabbatical leave from the same  
59 department or unit, preference shall not be given based on salary or rank.  
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## 61 Section 3. Sabbatical Pay.

62 Nine-month bargaining unit faculty members on approved sabbatical leave shall be paid as follows  
63 while on leave:  
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- 65 (a) One-term sabbatical: 100% of base salary;
- 66 (b) Two-term sabbatical: 8590% of base salary; and
- 67 (c) Three-term (one academic year or full) sabbatical: 7780% of base salary.

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69 Twelve-month bargaining unit faculty members on approved sabbatical leave shall be paid as follows  
70 while on leave:  
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- 72 (a) Four-month sabbatical: 95400% of base salary;
- 73 (b) Eight-month sabbatical: 8090% of base salary; and
- 74 (c) Twelve-month sabbatical (full): 7580% of base salary.

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76 The base salary rate for a faculty granted sabbatical shall be determined using the annual  
77 salary rate in effect at the time when the leave begins.  
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79 Faculty on sabbatical shall still be eligible for pay increases due to step (years of service),  
80 promotion, post-tenure review raises, cost of living adjustments, and merit increases during their  
81 time on sabbatical.  
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## 84 Section 4. Availability.

85 Every year, Oregon Tech the Employer shall make available to support available for the equivalent  
86 of at least 1540 full year 9-mo sabbaticals of eligible faculty for full sabbatical leaves. Unused  
87 sabbatical funds from one year shall roll over to the next year, for a period of three years. Approval  
88 of sabbatical leave proposals shall be limited to the number of sabbatical leaves authorized in a year.  
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## 90 Section 5. Multiple-term Sabbaticals.

91 Faculty members applying for two-terms or morethree-term sabbaticals will be allowed to divide  
92 their sabbaticals among two or three consecutive academic years, subject to approval by the Dean  
93 and Provost.  
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95 **Section 6. Sabbatical Benefits.**

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

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102 **Section 7. Sabbatical Leave Reports.**

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

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106 **Section 8. Obligation to Return.**

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

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

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123 **Section 9. Supplementary Pay.**

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