



Guidelines:
Application for Sabbatical Leave
(Rev. 11/17)

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 December 15th.

Instructions:

1. Complete the *Application and Contract for Sabbatical Leave: Western Oregon University* form at: http://www.wou.edu/provost/academic_forms.php. After the form has been completed, please print and make a copy for your records.
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, College Dean, and the Provost (see "Sabbatical Leave Reports 580-021-0215" on the *Administrative Rules* document, attached to the application form). This report is due no later than the end of the term that the member returns from sabbatical leave (or return from last term of multi-year leave schedule).

Additional information on Sabbatical Leaves can be found in Article 21 of the CBA:
<http://www.wou.edu/hr/files/2017/06/WOUFT-CBA-2017-2020-Final-002.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.