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Proposal: UNV0002  
Date: February 27, 2020

## ARTICLE 21: SABBATICAL

This Article is subject to WOU Sabbatical Leave policies, including ASA-01-003; ASA-01-010; ASA-01-015; ASA-01-016; ASA-01-033; ASA-01-035; ASA-01-037; ASA-01-042; and ASA-01-088, which individually and collectively have the force of law.

### Section 1. Purposes of Sabbatical Leave

Sabbatical leave is granted to faculty for the purpose of providing opportunities for study, research, and creative activities for the enhancement of the University's instructional and research programs. Sabbatical Leave is a privilege and not a right. Selection for Sabbatical Leave will be judged on the merits of each case as it meets the specific scholarship and/or research and service deemed important to the University criteria for selection. The element of rotation shall not be a factor in selection.

University approval and the terms of Sabbatical Leave will ultimately be memorialized in a Sabbatical Agreement to be executed by the faculty member, Division Chair, Dean, Provost, and President.

### Section 2. Eligibility for Sabbatical Leave

A. Sabbatical Leave may be taken to pursue projects in the following areas:

1. Research;
2. Scholarly and Creative activity, including the scholarship of teaching or librarianship;
3. Retraining of tenure and tenure-track faculty facing program reduction or elimination;
4. Service to the University and/or the external community.

B. A faculty member at the rank of Instructor or above and appointed at .5 FTE or more, may be considered for sabbatical leave:

1. After having been continuously appointed without interruption by a sabbatical leave for 18 academic quarters (excluding Summer Session) or, in the case of 12-month faculty, 72 months; or
2. Prior NTT service when leading to a promotion to a tenured or tenure-track rank, may be considered by the University as part of the period of accumulated service for the purposes of the time requirement for sabbatical eligibility.

C. A series of appointments shall be considered continuous whether or not interrupted by one or more authorized leaves of absence other than a sabbatical leave. However, periods of authorized leave of absence will not count toward the service requirement necessary for eligibility identified in Section 2.B above. An authorized leave of absence will not prejudice the University's consideration of a faculty member's application for sabbatical leave.

D. Faculty members employed on academic-year appointments may be considered for a second sabbatical leave after thirteen (13) years of continuous service; for a third sabbatical after twenty (20)

**Commented [CC1]:** Revised language that reflects ASA 01-037: Sabbatical is granted only when it can be shown that the applicant is capable of using this period in a manner that will thereafter increase the applicant's effectiveness to the institution and to the state.

**Commented [CC2]:** New language but a logical consequence of "Sabbatical Leave is a privilege and not a right."

**Commented [CC3]:** New language.

**Commented [CC4]:** From ASA 01-010

**Commented [CC5]:** Revised language that reflects but improves upon old OARs and ASA 01-037: Sabbatical leave is granted to unclassified employees having academic rank for purposes of research, writing, advanced study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicants field or related scholarly or professional activities.

**Commented [CC6]:** Clarified from current language.

**Commented [CC7]:** Changed from current content to speak to the issue, I think.

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years of continuous service; and for a fourth sabbatical leave after twenty-seven (27) years of continuous service. Faculty members employed on 12-month appointments may be considered for a second or subsequent sabbatical (limited to four months) after four-and-one-half years of continuous service following return from the last sabbatical leave; or, in the alternative, may be considered for any one of the three types of sabbatical leave listed in WOU Policy ASA-01-016 after the appropriate number of years of continuous service as designated above in Section 2.B above. Cases involving mixed terms of service, or other irregular conditions, may be adjusted by administrative officers in accordance with the principles set forth by the relevant Division.

- E. For purposes of determining eligibility for Sabbatical Leave, time spent by a faculty member on an authorized military leave from a Division/institution shall be considered as institutional service, with the understanding that during the military leave the faculty member is considered to have the same academic rank held at the commencement of the leave.

**Commented [CC8]:** Current Article 21A

### Section 3. Applying for Sabbatical Leave

Applicants for sabbatical leave must present a careful statement of plans for the leave period, and a justification of the leave in terms of the criteria of Section 2.A above. The statement of plans must be accompanied by a curriculum vitae, and a description of current teaching; scholarship; research and creative activity; service; and other professionally relevant activities.

**Commented [CC9]:** New language reflecting application practices

Normally, faculty members will not be approved to continue teaching or service at any level of FTE during the period of their Sabbatical Leave. However, consistent with WOU Policy ASA-01-042, if the applying faculty member intends to continue teaching or service at any level of FTE at the University during Sabbatical Leave, such intention must be disclosed within the statement of plans and approved by the college Dean and Provost. Any teaching or service approved during Sabbatical Leave must be memorialized in the Sabbatical Agreement.

**Commented [CC10]:** New language addressing recurrent issue of faculty seeking to continue teaching during sabbatical.

Faculty may request one, two or three terms of sabbatical leave, and will state the number of terms of sabbatical leave requested in their application. Multiple term sabbaticals will be taken within one academic year.

**Commented [CC11]:** New language

Consistent with WOU Policy ASA-01-033, each faculty member, in applying for Sabbatical Leave, shall agree, as part of the Sabbatical Agreement, to return to the institution for a period of at least one year's service following completion of the leave. If a faculty member fails to fulfill this obligation, the faculty member shall repay the full salary paid during the leave plus the health care and retirement contribution paid by the University on their behalf during the leave. This amount is due and payable three months following the date designated in the Sabbatical Agreement for the faculty member to return to the institution.

**Commented [CC12]:** New language

### Section 4. Sabbatical Leave Salary

Salary received by a faculty member during a Sabbatical Leave will be calculated consistent with WOU policies ASA-01-015 and ASA-01-016 as follows:

1. Salary during sabbatical leave will be a percentage determined under Sections 4.1.a and 4.1.b, 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

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93 Leave by the average FTE at which the faculty member was appointed during the period that  
94 results in the faculty member's eligibility for Sabbatical Leave.

- 95 a. For faculty employed on 9-month appointments, salary will be:  
96 i. One academic year (three terms) on 60% salary during the period of Sabbatical  
97 Leave;  
98 ii. Two-thirds of an academic year (two terms) on 75% salary during the period of  
99 Sabbatical Leave;  
100 iii. One-third of an academic year (one term) on 85% salary during the period of  
101 Sabbatical Leave;  
102 b. For faculty employed in a 12-month appointment, salary will be:  
103 i. One year (12 months) on 60% salary during the period of Sabbatical Leave;  
104 ii. Two-thirds of a year (eight months) on 75% salary during the period of  
105 Sabbatical Leave;  
106 iii. One-third of a year (four months) on 85% salary during the period of Sabbatical  
107 Leave.

Commented [CC13]: New language

## 108 **Section 5. Sabbatical Report**

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111 No later than the term after return from the sabbatical leave (final term of a multi-year sabbatical leave), the  
112 faculty member shall submit a report of the accomplishments and benefits resulting from the leave, filing  
113 copies with the Division Chair, the Dean and the Provost.

Commented [CC14]: Drawn from ASA 01-088