

**Application and Contract for Sabbatical Leave
with Request for Waiver of Return-to-Work Requirement**

1. Full name: _____

2. Sabbatical terms requested (e.g. *Winter 2025*):

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3. Number of terms and percent of salary paid during sabbatical terms:

- 3 terms: 60%
 2 terms: 75%
 1 term: 85% of salary
Sabbatical terms can be taken in a single academic year or over multiple years.

4. Current salary: \$_____ (at 1.0 FTE) per year (9 months 12 months)

5. Years as faculty member at Western Oregon University: _____ years

6. Academic ranks held at Western Oregon University

Rank	From (month & year)	To (month & year)	FTE
		current	

7. Previous terms of sabbatical

8. Attachments and other requirements (see [application instructions](#) below)

- Attached: Narrative
- Attached: Current Curriculum Vitae
- Discussed course coverage needs with division chair
- Attached: Staffing / course coverage plan

Total number of pages of attachments: _____. The attachments are incorporated into this contract by reference.

I, _____, hereby apply for sabbatical leave as described above, and request waiver of the return-to-work requirement.

If granted sabbatical leave and waiver of the return-to-work requirement, I hereby acknowledge and voluntarily agree to the following:

- I hereby relinquish my indefinite tenure effective on the day after the final date of the above sabbatical period, which means that as of that date I will no longer be employed by Western Oregon University, and I will no longer have tenure as a faculty member.

Application Instructions

Sabbatical leaves are applied for in the academic year prior to the academic year in which the leave begins. Applications are due to the appropriate dean's office by December 15th.

Instructions:

1. Complete the Application and Contract for Sabbatical Leave (above).
2. Include a 1–2 page narrative that includes:
 - Brief description of the proposed sabbatical leave activities,
 - The purpose of the proposed activities, and
 - How the activities will advance your work at WOU.
3. Attach one copy of your current Curriculum Vitae.
4. 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 your sabbatical leave, you must submit a detailed Sabbatical Leave Report to the Division Chair, College Dean, and the Provost. This report is due no later than the end of your last term of sabbatical leave.

Additional information on Sabbatical Leaves can be found in Article 21 of the [CBA](#).

If human subjects or confidential data are involved, authorization from the [Institutional Review Board](#) (IRB) must be obtained before the research begins.

If animal subjects are involved, please consult with the [Institutional Animal Care and Use Committee](#) regarding authorizations.

University Policies Regarding Sabbatical Leave

[ASA-01-003: Approval and Revisions of Sabbatical Leave Agreements](#)

[ASA-01-010: Eligibility for Sabbatical Leave](#)

[ASA-01-015: Length of Leave for Academic-Year Staff](#)

[ASA-01-016: Length of Leave for Fiscal-Year Staff](#)

[ASA-01-037: Purposes of Sabbatical Leave](#)

[ASA-01-042: Supplementing of Sabbatical Incomes](#)

[ASA-01-088: Sabbatical Leave Reports](#)