

# 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):							
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 ye	ear (□ 9 months □12 mor	nths)				
5. Years as faculty member	er at Western Oregon Unive	ersity: years					
6. Academic ranks held at	Western Oregon Universit	y					
Rank	From (month & year)	To (month & year)	FTE				
		current					
7. Previous terms of sabbatical							
8. Attachments and other requirements (see <u>application instructions</u> 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 bereby 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.



- Except as noted in this contract, I will abide by the policies in effect as of the date of this agreement, covering such leave, which are incorporated into and made a part of this application and contract.
- I understand that by signing this document I am irrevocably retiring/resigning from my tenured appointment and relinquishing tenure effective the day after the final date of the sabbatical period.
- I understand that in consideration of relinquishment of my tenure and appointment, I will not be required to return to employment for any period of time following the close of the sabbatical period identified above.
- I understand that during the sabbatical period above, I am still an employee of WOU and that the terms applicable to the sabbatical period are governed by the various WOU policies and applicable WOU/WOUFT Collective Bargaining Agreement (CBA).
- I understand that when signed by all parties listed below, this document becomes a contract enforceable by either Western Oregon University or the signing faculty member.

Applicant Signature	Rank/Title	Date
<b>*</b>		<del></del>

### **Approvals**

		Printed Name	Signature	Date
5 ,	☐ Verified			
	□ Not eligible			
Division Chair	☐ Approved			
	☐ Denied			
_	☐ Approved			
	☐ Denied			
Provost	☐ Approved			
	☐ Denied			
President	☐ Approved			
	☐ Denied			

#### **Amendments to This Contract**

When signed by all parties, this document becomes a contract. Cancellation of the leave, changes in dates, purpose or any other conditions must be approved by all signatories of this agreement. Cancellations must be made in writing and sent to the division chair and dean. Other changes may be made on copies and initialed by all signatories or a substitute agreement marked "revised" may be submitted.



### **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, inload; 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 <u>Institutional</u> <u>Review Board</u> (IRB) must be obtained before the research begins.

If animal subjects are involved, please consult with the <u>Institutional Animal Care and Use Committee</u> 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