

Academic Affairs

Office of the Provost and Academic Affairs

Sabbatical

Sabbatical leave is a paid period of released time designed to reinvigorate and restore one's academic energies, and to provide a base for future intellectual development and achievement.

Sabbatical leave is not a right of employment, nor is it a reward for excellent performance and services rendered. Sabbatical leave is a privilege awarded based upon an assessment of the contribution that will be made to the university and to the state as a result of the leave. If the work to be conducted while on leave will strengthen the eligible faculty member's ability to serve the mission and purpose of the university in the future, a faculty member's application for sabbatical leave will usually be approved.

Faculty with questions regarding sabbatical leave should contact their unit head.

ELIGIBILITY FOR SABBATICAL

Most faculty members at the University of Oregon appointed at .50 FTE or more may be considered for a sabbatical leave, if not otherwise stated in their employment contracts. The following funding contingent faculty are ineligible for

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

Find content (/admin/content) ^{Leave} Manage files (/admin/content/file)

Special Notice Regarding NTTF Sabbatical

Eligibility to be considered for sabbatical leave requires 6 years as a career non-tenure-track faculty (NTTF) at the University of Oregon, and only those career NTTF who have been promoted and who have appointments at .5 FTE or greater may apply for a sabbatical (to commence after the 6th year). Previous service as an adjunct/pro-tem/visiting faculty member does not typically count toward eligibility for sabbatical leave.

In extraordinary circumstances, a promoted career NTTF who was reclassified during the 2013-14 academic year, according to the CBA Memorandum of Understanding "One-time Reclassification of Adjunct Faculty," may petition the provost (via the dean) to apply time served as an adjunct/pro-tem/visiting faculty towards the 6-year minimum.

Consideration of such a petition requires satisfying these criteria:

- 1) the NTTF must have had an appointment at the UO of .5 FTE or above for all years of service applied towards sabbatical eligibility;
- 2) the NTTF must have had an appointment at the UO in the same position as the current position during the years of service applied towards sabbatical eligibility;
- 3) the petition for early sabbatical, e.g., counting years prior to the Career NTTF appointment, must justify why the sabbatical is necessary for the year applied (instead of after 6 years as a Career NTTF).

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(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

Find content (/admin/content) Manage files (/admin/content/file)

Applicants for a sabbatical leave must present a careful statement of plans for the leave period, and a justification of the leave in terms of the criteria stated above. The request should be accompanied by an official application form, a curriculum vita, and a description of current teaching, research, and other professionally relevant activities. The deadline for sabbatical leave requests to Academic Affairs is the last work day in February. The sabbatical application and procedure can be found on the Human Resources – Operations website under [sabbatical leave instructions \(http://hr.uoregon.edu/sabbatical-instructions\)](http://hr.uoregon.edu/sabbatical-instructions) 

Even when an eligible faculty member has an excellent sabbatical plan that meets all of the recognized criteria, the leave may be denied should the faculty member's absence at that particular time cause dislocation within the program. It is up to deans and department heads to assure the continued high quality of the academic program, and it is up to directors to assure the smooth operation of administrative units. Therefore, a request for sabbatical might be denied to assure that a solid contingent of continuing faculty members is available on an ongoing basis. When a faculty member is requested to postpone a leave that would otherwise be approved, some adjustment in accumulating eligibility for future leaves is possible.

Before the beginning of a sabbatical leave, faculty members are strongly urged to contact the Benefits office in Human Resources about coverage while away from campus. This is particularly important for faculty members planning to travel abroad.

POST-SABBATICAL OBLIGATIONS

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

Find content (/admin/content) **Academic Affairs**
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It is important to note that taking advantage of the privilege of sabbatical leave incurs an obligation on the faculty member to return to the university for at least one year of service upon completion of the leave.

RESEARCH LEAVES

When a faculty member is successful in winning grant support for a period of research leave, it is sometimes possible to channel the grant funds through the university, and thereby continue paid appointment, rather than taking the funds directly from the granting agency or foundation and spending the time on leave without pay. To see if your grant award would be eligible for this treatment, contact [Sponsored Projects Services \(http://orsa.uoregon.edu/\)](http://orsa.uoregon.edu/) at 541-346-5131.

Winning certain prestigious but low-paying fellowships may qualify faculty for a university subsidy of up to 30 percent of annual salary and for a continuation of fringe benefits while on leave. More information about this program can be found on the Human Resources – Operations [website \(http://hr.uoregon.edu/hr-operations\)](http://hr.uoregon.edu/hr-operations).

QUICK LINKS

[Current UA CBA \(/sites\)](/sites)

RESOURCES

[Tenure-Track Faculty \(/tff\)](/tff)

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(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

Find content (/admin/content) Manage files (/admin/content/files)

(http://policies.uoregon.edu/) (/content/academic-affairs-
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Faculty Handbook
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Workshops (/workshops)

Departmental & Unit

Policies (/content

/departmental-policies)

Academic Leadership

Contact List (/content

/academic-leadership-

contact-list)