FUNDING AGREEMENT AND REVIEW OF UNIT'S INSTRUCTIONAL PLANS
WHEN FACULTY REQUEST LEAVE OF ABSENCE WITHOUT PAY FOR VARIOUS COMPELLING REASONS

Only in extraordinary cases will approval be given for regular faculty to take a leave of absence without pay. Portion of time spent on leave of absence without pay will not count toward a probationary period for tenure [except as noted in section 3.7.3 (H)] and is never counted towards eligibility for sabbatical leave. Academic units are not required to complete annual faculty evaluations for colleagues on LOA WO Pay.
Faculty Handbook (Section 3.21.3 D)

_____	_____	_____	_____
Empl ID	Applicant name	Academic rank	Academic unit

A. Leave of Absence without pay (LOA WO pay)

This circumstance can occur, for example, when a faculty member is awarded a temporary position with a federal agency, or when a valued colleague accepts a position at another institution and the University agrees in advance to grant a LOA WO pay with the expectation that the faculty member will return to OU.

Because academic units must keep an available funded faculty line in this circumstance and only hire temporary individuals to handle replacement instruction on a year by year basis, this option does have a real cost to OU in terms of delaying hiring and developing a regular faculty member within the academic unit. Therefore requests to extend a LOA WO pay beyond 3 years for faculty working in a federal agency or for more than one year for an individual who has accepted a job at another university are not likely to be approved.

_____I request permission to have my OU appointment be set at 0.00 FTE with no pay during the stated leave period (LOA WO pay).

LOA WO pay requested from: _____ through _____

Agreed upon date to notify OU of intent to return to or resign from OU _____

B. Below is a two-line description of the rationale for the LOA WO Pay.

Applicant signature: _____ Date_____.

C. Plans for Replacement Instruction:

Courses that applicant would have been assigned to teach in-load during the duration of the requested leave.				Last time these courses were taught		Replacement Instructional Plan
Semester	Prefix	Number	Enrollment Limit	Semester	Actual Enrollment	Indicate replacement instructor (if known) instruction, title, salary, and payment per course.

D. How many faculty in this academic unit will be on other types of leaves or sabbaticals during the time frame requested by this individual?

_____ of _____ faculty FTE.

_____		_____		_____	
ACADEMIC CHAIR/DIRECTOR	DATE	COMMITTEE A MEMBER	DATE	COMMITTEE A MEMBER	DATE

E. TO BE COMPLETED BY COLLEGE DEAN
Available amount of funds from applicants salary line will be $_____
These available funds will be allocated as follows: Substitute(s) to provide instructions $_____
Department's discretionary funds $_____
Dean's discretionary funds $_____

_____		_____		_____	
COLLEGE DEAN	DATE	PROVOST	DATE	PRESIDENT	DATE