

UNIVERSITY OF OKLAHOMA - NORMAN CAMPUS

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

APPLICANT NAME

ACADEMIC UNIT

COLLEGE

DATE

APPLICATION

To the President:

I am applying for Sabbatical Leave of Absence on half, or full pay from my Education & General (E&G) salary line from through in accordance with the regulations of the University covering sabbatical leaves of absence as approved by the Board of Regents January 24, 1995.

I have been a member of the faculty of the University of Oklahoma years, holding positions as follows for the years indicated

and have not been granted similar sabbatical leave of absence within six years of this planned sabbatical.

AGREEMENT

- (1) I have read [OU Board of Regents Policy 5.1.1.8 - Sabbatical Leave Policy](#) regarding the official policy of sabbatical leaves.
- (2) If this leave is granted, I agree to withdraw from all departmental, college, and university committees, except graduate students' committees, for the duration of my leave.
- (3) I agree to remain in the service of the University of Oklahoma as a 1.0 FTE regular faculty member for one year after the expiration of such leave of absence. Any changes to my appointment must be approved by the Senior Vice President and Provost prior to taking sabbatical leave. I further agree that, in the event I do not return to the University of Oklahoma in such pre-approved capacity for one year, I will repay the University of Oklahoma salary and cost of benefits received from the University during the sabbatical leave, and that, if I do not repay such sums upon demand, the University of Oklahoma may bring all necessary legal actions to recover this money from me.
- (4) I agree to report in writing to the Senior Vice President and Provost via my departmental chair or director and college dean within TWO MONTHS of returning to University service as to the manner in which the leave was employed, and I understand that should I fail to do so any future leave application can be denied.
- (5) I certify that I will not commit to teach any PACS, OU Online, Intersession, or other University programs for additional compensation during this sabbatical period.
- (6) OTRS retirement: If this sabbatical is for one year at half pay, I understand that I am responsible for making OTRS contributions at my full-time rate in order to fully credit the sabbatical toward years of service (University will also contribute at the full-time rate if the employee selects the full-time option).
- (7) I agree to complete the activities proposed in the application, or, if objectives need to change, to seek approval of new objectives from my Chair/Director (Chairs/Directors for joint appointees). I further understand that failure to pursue the proposed or revised objectives may result in being out of compliance with sabbatical policy.

APPLICANT NAME (please type): _____

APPLICANT SIGNATURE: _____

OFFICIAL POLICY PERTAINING TO SABBATICAL LEAVES

Purpose and Conditions

(See [5.1.1.8 - Sabbatical Leave Policy](#) for complete purpose and conditions)

Sabbatical leaves of absence are among the most important means by which an institution's academic program is strengthened, a faculty member's teaching effectiveness enhanced, and scholarly usefulness enlarged. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and training.

However, a faculty member does not automatically earn a sabbatical leave. Instead, it is an investment by the University in the expectation that the sabbatical leave will significantly enhance the faculty member's ability to contribute to the objectives of the University. There should be a clear indication that the improvements sought during a sabbatical will benefit the work of the faculty member, department, college, and the University. Only sabbatical leave proposals that meet this criterion will be accepted and approved by the University. Sabbatical leaves are supported as an investment in the future of the faculty member and the future of the faculty member's students at the University of Oklahoma.

Normally, the University will not grant a sabbatical for the purpose of pursuing work on the terminal degree in the person's academic field. A faculty member who is on sabbatical leave shall not be penalized on matters of salary consideration. The report on the sabbatical will be used in consideration for merit raises in subsequent years. Approval of a sabbatical leave of absence with full or partial pay depends on the ability of the faculty member's college to absorb the financial obligation and on the college's ability to provide teaching without loss of quality. A faculty member applying for a sabbatical leave and receiving a stipend for the same period from another institution or agency may still receive a sabbatical provided that it appears to the Senior Vice President and Provost that it is in the best interest of the University and will be needed to prevent financial loss to the person obtaining the sabbatical.

Normally, faculty on sabbatical leave at full pay may not receive additional compensation from within the University for teaching in Advanced Programs, Liberal Studies, Intersession, or other University programs, since such activities would diminish sabbatical time for study and creative activity. However, the Senior Vice President and Provost may approve exceptions provided that it appears to be in the best interest of the University. Faculty on sabbatical shall resign from all councils, standing committees, and administrative advisory committees of the University, except graduate students' committees, in order to devote their full time to their projects. The obligation to supervise and advance the work of graduate students shall continue during the sabbatical leave.

Eligibility

Please see [Policy 5.1.1.8 \(c\) - Sabbatical Leave Policy](#)

Procedure

The faculty member shall apply to the department. After recommending approval or disapproval, the department chair or director shall submit the application to the college dean by February 1 for sabbaticals beginning in the following academic year or later and no later than July 15 for sabbaticals beginning the following spring semester. The dean will hold all applications for comparative review and recommend, by ranking in order of merit, to the appropriate Senior Vice President and Provost. The Senior Vice President and Provost may seek the advice of the Council on Faculty Awards and Honors. The Senior Vice President and Provost will recommend to the President, who will make recommendations to the Board of Regents for the April and September meetings respectively.

Attachments

- (1) One copy of a detailed description of the nature of the research or other activity to be conducted on the sabbatical leave and where the activity will take place. Any significant change in the nature of these plans must be reported and receive approval or the leave may be terminated.
- (2) One copy of the Chair/Director & Dean Review of Unit's Instructional Plans During Sabbatical from the head of budget unit explaining the arrangements recommended to provide teaching without loss of quality or financial hardship to the college during faculty absence.
- (3) One copy of the application for and report on my most recent past sabbatical leave of absence, if taken, from the University of Oklahoma.
- (4) One copy of my current vita.

APPLICANT NAME: _____
 EMPLOYEE-ID: _____

CHAIR/DIRECTOR & DEAN REVIEW OF UNIT'S INSTRUCTIONAL PLANS DURING SABBATICAL

A. Proposed sabbatical leave of absence is with:

half, or full pay from _____ through _____

Sabbatical leaves of absence with half pay may only pay applicants up to .50 FTE with E&G funds. Will any additional funds be paid to the applicant through external Grants & Contracts? Yes No

If yes, the application must be routed through Research Financial Services to verify funds are available.

 Director, Research Financial Services

B. The arrangements recommended to provide teaching **without loss of quality or financial hardship** to the college during the proposed absence are as follows:

Courses that applicant would have been assigned				Last time these courses were taught		Plan for the Course
Semester and Year	Prefix	Number	Enrollment Limit	Semester and Year	Actual Enrollment	* If canceling, why won't it impact the students negatively? * If providing substitute instruction, indicate individual (if known), title, salary, and cost.

How many faculty in this unit will be on leave or sabbatical during the time frame requested by this individual?

_____ of _____ faculty FTE

D. Signatures from academic unit:

 ACADEMIC CHAIR/DIRECTOR

 COMMITTEE A MEMBER

 COMMITTEE A MEMBER

For joint appointments, please include signatures from the second academic unit.

 ACADEMIC CHAIR/DIRECTOR

 COMMITTEE A MEMBER

 COMMITTEE A MEMBER

E. TO BE COMPLETED BY COLLEGE DEAN

Available amount of funds from applicant's salary line will be \$ _____

These available funds will be allocated as follows:

Substitute (s) to provide instruction

Department's discretionary funds

Dean's discretionary funds

F. Approvals

☐ Approve

☐ Deny

☐ Approve

☐ Deny

 COLLEGE DEAN *

 COLLEGE DEAN

*For sabbatical proposals from chairs/directors of an academic unit, the dean should attach the plan for managing the academic unit including who will be serving as acting chair/director.

☐ Approve

☐ Deny

 PROVOST

UNIVERSITY OF OKLAHOMA – NORMAN CAMPUS
HALF PAY SABBATICAL DEDUCTION AGREEMENT FOR OTRS SERVICE CREDIT

Instructions: Complete this form and send with all Applications for Sabbatical Leave of Absence for Half Pay. After OU Regent's sabbatical approval this form will be forwarded to the Office of Human Resources.

OTRS rules provide that faculty on official sabbatical leave may fully credit the sabbatical period toward years of service *if* the employee receives at least one-half pay during the sabbatical *and* the retirement contributions during the sabbatical are made at the full-time rate (i.e., the rate commensurate with the salary earned as a regular full-time employee in the last preceding school year). University contributions will be commensurate with the employee's contributions to OTRS at either the half-time or full-time rate. The member must elect to participate and make contributions to OTRS at the time of the sabbatical. Credit for sabbatical leave cannot be purchased by the member at a later date. See OTRS rules, OAC sec. 715:10-1-4. This agreement authorizes the university to make OTRS contributions at the full-time rate during a half-pay sabbatical.

This agreement is made this day of , 20, between (faculty name) and the University of Oklahoma (University) to allow the University to deduct contributions to the Oklahoma Teachers' Retirement System (OTRS) at the rate required for EMPLOYEE to fully credit the sabbatical period toward total years of service.

1. It is understood that the EMPLOYEE must provide documentation to OTRS that the University of Oklahoma granted the employee an official sabbatical.
2. EMPLOYEE authorizes the UNIVERSITY to reduce his or her annual salary for the sabbatical year by the amount paid to OTRS as a full-time employee in the preceding fiscal year; and to contribute this amount to EMPLOYEE'S OTRS account. The UNIVERSITY will make corresponding OTRS contributions at the full-time rate.
3. The reduction will begin , 20, and will remain in effect until the end of the sabbatical leave.

☐ *I wish to select this option.*
Employee ID Signature

☐ *I do not wish to select this option.*
Employee ID Signature