

UNIVERSITY OF OKLAHOMA - NORMAN CAMPUS APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

APPLICANT NAME _____

ACADEMIC UNIT _____

COLLEGE _____

DATE _____

APPLICATION

To the President:

I hereby apply for Sabbatical Leave of Absence on ____ half, or ____ full pay from my Education & General (E&G) salary line for duties _____ 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 the last six years.

ATTACHMENTS

- (1) I have attached 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. I understand that any significant change in the nature of these plans must be reported and receive approval or the leave may be terminated.
- (2) I have attached one copy of the Chair/Director & Dean Review of Unit's Instructional Plans During Sabbatical from the head of my budget unit explaining the arrangements recommended to provide teaching without loss of quality or financial hardship to the college during my absence.
- (3) I have attached one copy of applications for and reports on previous sabbatical leaves of absence from the University of Oklahoma if I have taken any.
- (4) I have attached one copy of my current vita.

OFFICIAL POLICY PERTAINING TO SABBATICAL LEAVES

Purpose and Conditions

(See Section 3.19.1 of the ~~Faculty Handbook~~ 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.

As a rule, 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 will not be penalized on matters of salary consideration. The report on

the sabbatical will be used in consideration for merit raises and post-tenure reviews in subsequent years. Approval of a sabbatical leave of absence with full or partial pay depends on the ability of the applicant's college to absorb the financial obligation and on the college's ability to provide teaching without loss of quality. A person 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, persons 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. Persons 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 Section 3.19.1 (d) of the Faculty Handbook.

Procedure

The faculty member shall apply to the department. After recommending approval or disapproval, the department chair or director shall submit the application and the Chair/Director/Dean Review of Instructional Plan form 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 rank 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 Regents for the April and September meetings respectively.

AGREEMENT

- (1) 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.
- (2) If this leave is granted, I agree to withdraw from all departmental, college, and university committees for the duration of my leave.
- (3) I agree to remain in the service of the University of Oklahoma at not less than my present salary for one year after the expiration of such leave of absence.
- (4) I further agree that, in the event I do not return to the University of Oklahoma, 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.
- (5) I have read Section 3.19.1 of the Faculty Handbook regarding the official policy of sabbatical leaves.
- (6) I certify that I will not commit to teach any Advanced Programs, Liberal Studies, Intersession, or other University programs for additional compensation during this sabbatical period.

APPLICANT NAME (please type): _____

APPLICANT SIGNATURE: _____

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 Grants & Contracts? Yes _____ No _____

B. Below is a two-line description of the proposed project, including location, that is appropriate for the OU Regents' review.

C. 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	Prefix	Number	Enrollment Limit	Semester	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

E. TO BE COMPLETED BY COLLEGE DEAN

Available amount of funds from applicants salary line will be \$ _____ . (zero or 1/2 of current FY salary)

These available funds will be allocated as follows:

Substitute (s) to provide instruction \$ _____
 Department's discretionary funds \$ _____
 Dean's discretionary funds \$ _____

F. Signatures from academic administrators

 COLLEGE DEAN*

 PROVOST