Revised: 12/2024

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

	APPLICANT NAME			
	ACADEMICUNIT			
	COLLEGE			
	DATE			
	APPLICATION			
line	re President: I am applying for Sabbatical Leave of Absence on half, or full pay from my Education & General (E&G) salar from from sabbatical leaves of absence as approved by the Board of Regents January 24, 1995.			
indic	I have been a member of the faculty of the University of Oklahoma years, holding positions as follows for the years ated			
and h	nave 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 <u>all</u> departmental, college, and university committees, except graduate studen 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 suc 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 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.			

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 <u>detailed description</u> of the nature of the research or other activity to be conducted on the sabbatical leave and <u>where the activity will take place</u>. 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 <u>Chair/Director & Dean Review of Unit's Instructional Plans During Sabbatical</u> 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 half,		leave of abse			through				
			If pay may only ants & Contract		ıp to .50 FTE w No	ith E&G funds. Will any additional funds be paid			
If yes, the ap	plication r	nust be route	d through Rese	arch Financial S	Services to veri	fy funds are available.			
Director, Res	earch Fina	ncial Service	s S						
B. The arrang absence are a			o provide teachi	ng without loss (of quality or fin	ancial hardship to the college during the proposed			
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.			
-	fac	ulty FTE	on leave or sab	batical during th	he time frame re	equested by this individual?			
ACADEMIC For joint appo			signatures from	COMMITTE the second acad	EE A MEMBER lemic unit.	COMMITTEE A MEMBER			
ACADEMIC	CHAIR/D	IRECTOR	-	COMMITTE	E A MEMBER	COMMITTEE A MEMBER			
			LLEGE DEAN						
These availab	Subst Depa	itute (s) to pr	ovide instruction						
F. Approvals Approve Deny						Approve Deny			
COLLEGE D	EAN *			COL	LEGE DEAN				
*For sabbatical prop	oosals from cha	airs/directors of an	academic unit, the de	ean should attach the	plan for managing th	e academic unit including who will be serving as acting chair/director			
			Approve						
PROVOST			Deny						

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

Instructions: Complete this form and send with all Applications for <u>Sabbatical Leave of Absence for Half Pay</u>. 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 commeasureate 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 (Unive	ersity) to allow the	University to deduc	t contributions to the
Oklahoma Teachers' Retirement System	m (OTRS) at the ra	te required for FMP	OYFF to fully credit the
sabbatical period toward total years of	, ,	to required for zivii	10 122 to run, or curt the
Sabbatical period toward total years of	i service.		
1. It is understood that the EMPLOYEE	: must provide doc	umentation to OTRS	that the University of
Oklahoma granted the employee an of	•	differentiation to o mo	that the oniversity of
Okianoma granted the employee an or	iliciai sabbaticai.		
2. EMPLOYEE authorizes the UNIVERS	ITV to roduce his o	r hor annual calary f	ar the sabbatical year by the
amount paid to OTRS as a full-time em			
to EMPLOYEE'S OTRS account. The UN	IIVERSITY WIII mak	e corresponding OTE	RS 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	