

Application and Contract for Sabbatical Leave

1. Full name: _____

2. Sabbatical terms requested (e.g. *Winter 2025*):

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3. Number of terms and percent of salary paid during sabbatical terms:

3 terms: 60%

2 terms: 75%

1 term: 85% of salary

4. Current salary: \$_____ (at 1.0 FTE) per year (9 months 12 months)

5. Years as faculty member at Western Oregon University: _____ years

6. Previous terms of sabbatical

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7. Attachments and other requirements (see [application instructions](#) below)

Attached: Narrative

Attached: Current Curriculum Vitae

Discussed course coverage needs with division chair

Attached: Staffing / course coverage plan

Total number of pages of attachments: _____. The attachments are incorporated into this contract by reference.

I, _____, hereby apply for sabbatical leave as described above.

If granted sabbatical leave, I hereby agree to abide by Western Oregon University policies in effect as of the date of this agreement, covering such leave, which are incorporated into and made a part of this application and contract.

I hereby further agree to remain in the service of Western Oregon University for at least one year after the expiration of the sabbatical leave herein applied for. In case I am responsible for terminating my connection with WOU within the period of one year after the expiration of my sabbatical leave, I agree to refund to WOU within three months the amount paid during this period of sabbatical leave; provided, however, that, in case of my permanent disability or death, due to ill health or accident, neither I nor my heirs shall be obligated to refund any part of the amount paid to me as salary while on sabbatical leave.

Applicant Signature

Rank/Title

Date



Approvals

		Printed Name	Signature	Date
Eligibility & salary	<input type="checkbox"/> Verified <input type="checkbox"/> Not eligible			
Division Chair	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended			
College Dean	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Provost	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			

Amendments to This Contract

When signed by all parties, this document becomes a contract. Cancellation of the leave, changes in dates, purpose or any other conditions must be approved by all signatories of this agreement. Cancellations must be made in writing and sent to the division chair and dean. Other changes may be made on copies and initialed by all signatories or a substitute agreement marked “revised” may be submitted.

Immediately notify Human Resources of any changes or cancellations.

University Policies Regarding Sabbatical Leave

[ASA-01-003: Approval and Revisions of Sabbatical Leave Agreements](#)

[ASA-01-010: Eligibility for Sabbatical Leave](#)

[ASA-01-015: Length of Leave for Academic-Year Staff](#)

[ASA-01-016: Length of Leave for Fiscal-Year Staff](#)

[ASA-01-037: Purposes of Sabbatical Leave](#)

[ASA-01-042: Supplementing of Sabbatical Incomes](#)

[ASA-01-088: Sabbatical Leave Reports](#)

Application Instructions

Sabbatical leaves are applied for in the academic year prior to the academic year in which the leave begins. Applications are due to the appropriate dean's office by December 15th.

Instructions:

1. Complete the Application and Contract for Sabbatical Leave (above).
2. Include a 1–2 page narrative that includes:
 - Brief description of the proposed sabbatical leave activities,
 - The purpose of the proposed activities, and
 - How the activities will advance your work at WOU.
3. Attach one copy of your current Curriculum Vitae.
4. Discuss coverage needs with your division chair. The division chair must submit, for dean's review, a tentative staffing plan for covering your teaching duties during your absence. The plan should address which of your courses will be taught by others, in-load; which courses will require hiring replacement instructors; which courses will be postponed until your return.

REMINDER: No later than the term after return from the sabbatical leave (final term of a multi-year sabbatical leave), you must submit a report of the accomplishments and benefits resulting from the leave to the Division Chair, College Dean, and the Provost.

Additional information on Sabbatical Leaves can be found in Article 22 of the [CBA](#).

If human subjects or confidential data are involved, authorization from the [Institutional Review Board](#) (IRB) must be obtained before the research begins.

If animal subjects are involved, please consult with the [Institutional Animal Care and Use Committee](#) regarding authorizations.