

COH Sabbatical Leave Policy and Procedures

February 2024

Sabbatical leave is granted to eligible tenured faculty for purposes of research, writing, advanced study, and travel related to the applicant's field or related scholarly or professional activities. For 9-month faculty, eligibility for sabbatical leave requires continuous appointment without interruption by a sabbatical leave for 18 academic quarters (excluding summer session); for 12-month faculty, 72 uninterrupted months are required. For details about eligibility, salary coverage, length of sabbatical, and requirements, please see OSU's sabbatical leave policy and procedures at: <https://hr.oregonstate.edu/manual/sabbatical-leave>.

Sabbatical leave is a privilege. As a college, we need to balance the support of faculty for sabbatical activities with our responsibilities for collective success. Sabbatical will be granted when the applicant demonstrates that they will be using this period in a manner that will increase the applicant's effectiveness to the institution and to the state. Financial, staffing considerations, and impact on the academic program(s) or unit(s) are factors in the decision to approve, or delay, a sabbatical leave request. That is, approvals will consider whether the unit can operate in a productive way during the sabbatical period requested.

(Note: Supervisor may be different titles. Corvallis Faculty: School Head, Cascades Faculty: Head of Programs, Extension Faculty: Extension Program Leader)

Before applying, faculty will have conversations described below during the winter term prior to the next academic year, when the desired sabbatical would take place and work plans are being determined.

- Inform their supervisor of their interest in a sabbatical.
- Work within their program to determine the impact of the leave, and to develop a clear plan of how responsibilities will be covered.
- Determine if the length (number of terms) and timing of sabbatical could be planned to strategically benefit curricular/program delivery. Although each program and school have unique needs, sabbaticals of one- or two-terms, rather than an entire academic year, with teaching efforts assumed in the other term(s) could be considered more favorably.
- Work with their supervisor to coordinate sabbatical plans within the school.
- Develop plan with supervisor to determine if additional information is required to resolve any challenges or needs; and if an application should advance.

To apply, COH faculty will provide a detailed description of the purpose and expected outcomes of the proposed sabbatical leave; the Application and Contract for Sabbatical Leave form provides a small area for this description, and thus faculty should include their description (typically 2-3 pages in length, double-spaced) as an attachment. Applications for sabbatical leave must be approved by the faculty member's supervisor, the COH dean, and the OSU provost and executive vice president. For OSU-Cascades faculty, the approval process would also include Cascades Senior Associate Dean.