

CPHHS Sabbatical Leave Policy and Procedures

January 2019

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. Sabbatical leave is a privilege and not a right. It is granted only when it can be shown that the applicant is capable of using this period in a manner that will thereafter increase the applicant's effectiveness to the institution and to the state. Financial and staffing considerations and impact on the academic program(s) or unit may be factors in the decisions to delay approval of a sabbatical leave request. The unit head or dean can delay any sabbatical request that comes to them at their discretion. They will grant approvals in a way that allows the unit to continue to operate in a productive way.

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. As part of the application, CPHHS faculty must 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. Faculty should consult with their school head or Extension program leader to determine if any additional information is required. Applications for sabbatical leave must be approved by the faculty member's school head, Extension program leader (if applicable), the dean, and the provost and executive vice president. For additional details about eligibility, salary, and requirements, please see OSU's sabbatical leave policy and procedures at: <https://hr.oregonstate.edu/manual/sabbatical-leave>.