**APPLICATION FOR SABBATICAL LEAVE OF ABSENCE**

.

NAME: CWID: DATE:

CAMPUS ADDRESS: \_\_

In accordance with University regulations governing Sabbatical Leaves of Absence, which I have read in Section 1.10.2 of the Faculty Handbook, I hereby apply for such leave from to at either 50% or 100% of the salary provided to me by the University. As reference, the sabbatical policy is included on the following page.

I have been a member of the faculty or staff of Oklahoma Slate University years, holding positions as follows for the years indicated.

POSITION: DATES:

I have not been granted a similar leave of absence within the past six years. Check if statement is correct.

ATTACHMENTS: This application is accompanied by pages of attachments, including 1) a detailed description of the nature of the activity to be conducted during the sabbatical leave, where the activity will take place, and how it will benefit the University (I understand any significant change in these plans must be reported immediately to my supervisor and receive approval from appropriate administrators or the leave may be terminated; 2) one copy of application forms and reports on previous sabbatical leaves I have been granted by the University; and 3) a summary of other leaves granted to me by the University for more than one month.

DATE: SIGNATURE: \_\_

AGREEMENT: In consideration of receiving the aforesaid sabbatical leave, I hereby agree: 1) to report in writing to my supervisor at the end of each semester of my leave (or more often if requested) as to the manner in which the leave was employed, and if I fail to do so the University may terminate the leave and/or deny future leave application; 2) to withdraw from all departmental, college, and University committees for the duration of my leave, unless otherwise requested by my supervisor; and 3) to remain in the service of Oklahoma State University at not less than my present salary for one year after the expiration of my leave, unless prevented by death or total disability.

As further consideration for the aforesaid sabbatical leave and the compensation received by me from the University during said leave, I hereby promise to pay to Oklahoma State University, on demand, all sums and compensation paid to me and on my behalf by Oklahoma State University during my sabbatical leave in the event I fail to return to Oklahoma State University after said leave ends. In the event I return to the University as required after the sabbatical leave, but leave prior to the expiration of one year from the date thereof, the amount so due and payable to the University on demand shall be a pro rata amount of all compensation and sums paid to me and on my behalf during my sabbatical leave based upon the proportion the unserved service months bear to the total required service months. In the event suit is commenced to enforce payment of the obligations here under, I agree to pay the cost of such litigation including a reasonable attorney’s fee.

DATE: SIGNATURE: \_\_

TO BE COMPLETED BY THE DEPARTMENT HEAD:

Have you provided the dean of your college with a written statement detailing how the applicant’s workload will be covered if the leave is granted, including your understanding of any commitments made by the dean? Yes No

Including this applicant, how many faculty in your department have asked or plan to ask to be on leave (with or without pay) during the period requested by the applicant?

What priority ranking do you assign to the applicant’s request?

\_\_\_ \_\_

Recommended Date Recommended Date

\_\_\_ \_\_

Department/School Head Dean or Administrative Officer

APPROVED FOR THE ADMINISTRATION:

\_\_\_

Provost/Senior Vice President Date

**POLICY GOVERNING SABBATICAL LEAVES OF ABSENCE**

**Section 1.10.2 Sabbatical Leave.** Upon recommendation of the President and approval by the Board of Regents, the University may periodically grant leave to faculty members for study, research, or other activities directed toward professional growth. The University faculty member is entitled to apply for sabbatical leave from regular, scheduled duties for the purpose of professional development. Members of the faculty may apply for a maximum leave of one academic appointment period, not to exceed 12 months, at a reduced salary or a maximum leave of one-half the academic appointment period, not to exceed six months, at full salary. Under exceptional circumstances, a sabbatical leave may be broken into segments separated by periods of regular, scheduled duty. Medical and life insurance benefits, contributions to TIAA/CREF, and other employee retirement system contributions will continue at the full employment rate. Faculty members on or returning from sabbatical leaves will participate in raise programs according to University and departmental criteria and shall not be penalized for being on sabbatical leave during the evaluation period.

Conditions of approval shall be consistent with appropriate budgetary and other faculty arrangements so as not to disrupt the teaching programs or other vital operations of the department, college, or University. Requests for sabbatical leave shall be submitted to the VPAA through the appropriate unit administrator and dean.

To qualify for leave, the candidate must have served as a faculty member for six academic years since initial appointment or since a previous sabbatical leave. Sabbatical leave obligates the recipient to follow a program consistent with the purpose and conditions for which the leave was granted. Acceptance by the faculty member of sabbatical leave entails an obligation to serve the University for one subsequent academic appointment period, or refund to the University the salary and benefits earned while on leave. A faculty member on sabbatical leave may accept a fellowship, personal grant-in-aid, or government-sponsored exchange lectureship for the period covered by the leave, if such acceptance promotes the accomplishment of the purpose of the leave.