**APPLICATION FOR SABBATICAL LEAVE OF ABSENCE**

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NAME: CWIDDATE

PERMANENT ADDRESS:

 In accordance with University regulations governing Sabbatical Leaves of Absence, which I have read in 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.

The sabbatical policy is included.

 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.

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 yes no Recommended yes no

Department Head Date Dean or Administrative Officer Date

APPROVED FOR THE ADMINISTRATION

Controller’s Office President

 Board Approval Date Payroll Authorization Number

 POLICY GOVERNING SABBATICAL LEAVES OF ABSENCE

The University may grant a sabbatical leave to faculty members to encourage them to enhance their professional qualifications through periodic study and involvement directed toward academic improvement. Preferably such study and/or involvement should take place in an off-campus setting. The University faculty member is entitled to apply for a sabbatical leave of absence from regularly-scheduled duties for the purpose of improving professional competence and effectiveness of service to the University. Members of the faculty may apply for a maximum leave of one calendar year (12 months) at half salary or a maximum of one-half of a year (6 months) at full salary. Conditions of approval shall be consistent with appropriate budgetary and faculty arrangements so as not to disrupt the teaching program or other vital operations of the University.

To qualify for leave, the candidate must have served as a faculty member for six academic years in a full-time capacity. 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 year or refund to the University the salary benefit and other forms of compensation paid while on leave.

Sabbatical leave shall not be used as a means of augmenting personal income. Faculty members on sabbatical leave from the University 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. The fellowship or grant-in-aid in this case is distinguished from a stipend or compensation for service performed.