

## **LCB Policy on Sabbatical Leaves**

### **Sabbatical Criteria**

LCB makes available sabbatical leaves in accordance with UO Policy and the Collective Bargaining Agreement with United Academics.

In accordance with CBA Article 33, Section 1, a sabbatical leave is a paid period of released time granted to faculty “for purposes of research, writing, advanced study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicant’s field or related scholarly or professional activities. Sabbatical leave is granted 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 university and to the state. Only the Provost or designee can approve applications for sabbatical leave.”

A sabbatical is not intended to allow the applicant to maintain AACSB currency standards. That is an expected part of the job.

Section 2 of CBA Article 33 describes those who are eligible to apply for a sabbatical leave.

### **Application Materials**

In addition to completing the University of Oregon Application and Contract for Sabbatical Leave for Bargaining Unit Members, the applicant must:

1. Attach a current curriculum vitae
2. Provide up to a 2000-word statement of the applicant’s plan for the proposed sabbatical leave. This statement must address:
  - a. sabbatical objectives and background information appropriate to the proposed work
  - b. activities planned to achieve the objectives (described in some detail) with general timelines for each
  - c. location and time schedule of activities
  - d. relation of proposed activities to how the plan advances the applicant’s contribution to the mission and goals of LCB and the university.
  - e. the nature of tangible deliverables produced upon the conclusion of the leave, which will be part of the written report describing what was accomplished during the leave and placed in the applicant’s personnel file.
  - f. current teaching
  - g. current scholarship, research and creative activity as applicable
  - h. current service
  - i. other professionally relevant activities as applicable

## **Approval Criteria**

Proposals will be reviewed by the appropriate Department Head and the Dean or Dean's designate. They will be evaluated on:

1. The merits of the proposed project outlined in the narrative
2. The likelihood and feasibility that the proposed project will be completed in the time requested for the sabbatical
3. Past accomplishments
4. The relevance of the proposal to the applicant's work at LCB and to the mission of LCB and the UO

## **Approval Process**

There are two considerations when reviewing sabbatical leave applications. First, does the sabbatical leave application meet the criteria stated above? Second, if the sabbatical leave meets the criteria and is thus approved, when will the sabbatical leave be granted?

If the sabbatical leave application does not meet the criteria above, it may be denied. In case of denial, the faculty member may reapply the following year. The faculty member may want to seek the guidance of the department head or other faculty as to how to make the application stronger.

If the sabbatical application does meet the criteria above and is thus approved, it could be delayed in keeping with CBA Article 33, Section 4: "For institutional convenience, and at the initiative and sole discretion of the institution, a sabbatical leave may be delayed by up to two years. In such instances, the faculty member will become eligible for a succeeding sabbatical leave after an equivalently reduced period of years. This section applies to a maximum of 14 consecutive years, covering two possible sabbatical leaves. The same agreement may be agreed to in subsequent fourteen-year periods."

When faced with a need to reduce the time lost due to sabbatical leaves for such administrative purposes, priority for leaves will be given based first on rank, and then on time in rank.