

Academic Affairs

Office of the Provost and Academic Affairs

Sabbatical

Sabbatical leave is a paid period of released time designed to reinvigorate and restore one's academic energies, and to provide a base for future intellectual development and achievement.


Sabbatical leave is not a right of employment, nor is it a reward for excellent performance and services rendered. Sabbatical leave is a privilege awarded based upon an assessment of the contribution that will be made to the university and to the state as a result of the leave. If the work to be conducted while on leave will strengthen the eligible faculty member's ability to serve the mission and purpose of the university in the future, a faculty member's application for sabbatical leave will usually be approved.

Academic Affairs and Human Resources - Operations (formerly known as UPS) have been charged with monitoring the entire sabbatical leave program and can help faculty with their questions about the program and its requirements.

ELIGIBILITY FOR SABBATICAL

Most faculty members at the University of Oregon appointed at .50 FTE or more may be considered for a sabbatical leave, if not otherwise stated in their employment contracts. The following funding contingent faculty are ineligible for sabbatical: Instructors, Lecturers, Librarians, Research Assistants, Research Associates. Individuals with part-time appointments or those whose appointments have included a mixture of full and part-time service, should contact Human Resources - Operations, regarding eligibility for sabbatical leave.

APPLYING FOR SABBATICAL

Applicants for a sabbatical leave must present a careful statement of plans for the leave period, and a justification of the leave in terms of the criteria stated above. The request should be accompanied by an official application form, a curriculum vita, and a description of current teaching, research, and other professionally relevant activities. The deadline for sabbatical leave requests to Academic Affairs is the last work day in February. The sabbatical application and procedure can be found on the Human Resources – Operations website under [sabbatical leave instructions \(http://hr.uoregon.edu/sabbatical-instructions\)](http://hr.uoregon.edu/sabbatical-instructions) 

Even when an eligible faculty member has an excellent sabbatical plan that meets all of the recognized criteria, the leave may be denied should the faculty member's absence at that particular time cause dislocation within the program. It is up to deans and department heads to assure the continued high quality of the academic program, and it is up to directors to assure the smooth operation of administrative units. Therefore, a request for sabbatical might be denied to assure that a solid contingent of continuing faculty members is available on an ongoing basis. When a faculty member is requested to postpone a leave that would otherwise be approved, some adjustment in accumulating eligibility for future leaves is possible.


Before the beginning of a sabbatical leave, faculty members are strongly urged to contact the Benefits office in Human Resources about coverage while away from campus. This is particularly important for faculty members planning to travel abroad.

POST-SABBATICAL OBLIGATIONS

After returning from leave the faculty member must submit a written report of what was accomplished during the leave. This report is needed both for the record and as a justification of the value of the sabbatical leave program. Upon return, the report must be filed promptly with the department head and Academic Affairs.

It is important to note that taking advantage of the privilege of sabbatical leave incurs an obligation on the faculty member to return to the university for at least one year of service upon completion of the leave.

RESEARCH LEAVES

When a faculty member is successful in winning grant support for a period of research leave, it is sometimes possible to channel the grant funds through the university, and thereby continue paid appointment, rather than taking the funds directly from the granting agency or foundation and spending the time on leave without pay. To see if your grant award would be eligible for this treatment, contact [Sponsored Projects Services \(http://orsa.uoregon.edu/\)](http://orsa.uoregon.edu/)  at 541-346-5131.

Winning certain prestigious but low-paying fellowships may qualify faculty for a university subsidy of up to 30 percent of annual salary and for a continuation of fringe benefits while on leave. More information about this program can be found on the Human Resources – Operations [website \(http://hr.uoregon.edu/hr-operations\)](http://hr.uoregon.edu/hr-operations).

QUICK LINKS

[Current UA CBA](#)

[UO Policy Library](#)

[Faculty Handbook](#)

[Forms and Templates](#)

[Workshops](#)

[Departmental Policies](#)

[Academic Leadership](#)

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RESOURCES

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Contact Us

Office of Academic Affairs

207 Johnson Hall

1258 University of Oregon

Eugene, OR 97403

P: 541-346-3081

F: 541-346-2023

academicaffairs@uoregon.edu

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