

**UNIVERSITY OF OKLAHOMA – HEALTH SCIENCES CENTER  
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE**

**NAME** \_\_\_\_\_

**ACADEMIC UNIT** \_\_\_\_\_

**COLLEGE** \_\_\_\_\_

**DATE** \_\_\_\_\_

I hereby apply for Sabbatical Leave of Absence on \_\_\_\_\_ half, or \_\_\_\_\_ full pay, from \_\_\_\_\_ through \_\_\_\_\_ in accordance with the regulations of the University covering sabbatical leaves of absence as approved by the **Board of Regents September 14, 2017**.

I have read the official description of the purpose of sabbatical leaves reprinted from the approved policy on the reverse side of this application.

I have been a member of the faculty of the University of Oklahoma \_\_\_\_\_ years, holding positions as follows for the years indicated

and have not been granted similar sabbatical leave of absence within the last six years.

**ATTACHMENTS**

- (1) I have attached one copy of a detailed description of the nature of the research or other activity to be conducted on the sabbatical leave and where the activity will take place. I understand that any significant change in the nature of these plans must be reported and receive approval or the leave may be terminated.
- (2) I have attached one copy of applications for and reports on previous sabbatical leaves of absence from the University of Oklahoma if I have taken any.
- (3) I have attached one copy of a statement from the head of my budget unit explaining the arrangements recommended to take care of my regular responsibilities during my absence.
- (4) I have attached one copy of my current vita.

**AGREEMENT**

- (1) I agree to report in writing to the Senior Vice President and Provost via my departmental chair or director and college dean within **two months** of returning to University service as to the manner in which the leave was employed, and I understand that should I fail to do so any future leave application can be denied.
- (2) If this leave is granted, I agree to withdraw from all departmental, college, and University committees for the duration of my leave.
- (3) I agree to remain in the service of the University of Oklahoma at not less than my present salary for one year after the expiration of such leave of absence.
- (4) I further agree that, in the event I do not return to the University of Oklahoma, I will repay the University of Oklahoma salary and cost of benefits received from the University during the sabbatical leave, and that, if I do not repay such sums upon demand, the University may bring all necessary legal actions to recover this money from me.
- (5) I have read Section 3.10 of the HSC Faculty Handbook regarding the official policy of sabbatical leaves.

\_\_\_\_\_  
**NAME (please type)**

\_\_\_\_\_  
**SIGNATURE**

## SABBATICAL LEAVE POLICY

### PURPOSE AND CONDITIONS

(See Section 3.10 (a)(b) of the [HSC Faculty Handbook](#) for complete purpose and conditions)

Sabbatical leaves of absence are among the most important means by which an institution's academic program is strengthened and by which a faculty member's teaching effectiveness and scholarship are enhanced. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, collaboration, and training.

A faculty member does not automatically earn a sabbatical leave. Instead, it is an investment by the University in the expectation that the sabbatical leave will significantly enhance the faculty member's ability to contribute to the mission of the University. There should be a clear indication that the experiences sought during a sabbatical will benefit the work of the faculty member, department, college, and the University. Only sabbatical leave proposals that meet this criterion will be considered and approved by the University. Sabbatical leaves are supported as an investment in the future of the faculty member, the University, and students at the University.

Normally, the University will not grant a sabbatical for the purpose of pursuing work on the terminal degree in the faculty member's academic field.

A faculty member who is on sabbatical leave shall not be penalized on matters of salary adjustment. The report on the sabbatical will be used in consideration for merit raises in subsequent years. Approval of a sabbatical leave of absence with full or partial base salary depends on the ability of the faculty member's college to absorb the financial obligation and on the college's ability to provide teaching without loss of quality. A faculty member applying for a sabbatical leave and receiving a stipend for the same period from another institution or agency may still receive a sabbatical provided that the Senior Vice President and Provost deems that the sabbatical stipend will be needed to prevent financial loss to the faculty member obtaining the sabbatical.

Normally, faculty on sabbatical leave at full base salary may not receive additional compensation from within the University for teaching in Advanced Programs, Liberal Studies, Intersession, or other University programs, or for participating in the faculty professional practice plans, since such activities would diminish the sabbatical time for study and creative activity. However, the Senior Vice President and Provost may approve exceptions provided that it appears to be in the best interest of the University. Faculty on sabbatical shall resign from all councils, standing committees, and administrative advisory committees of the University, except graduate students' committees, in order to devote their full time to their projects. The obligation to supervise and advance the work of graduate students shall continue during the sabbatical leave.

### ELIGIBILITY

Please see Section 3.10(d) of the [HSC Faculty Handbook](#).

### PROCEDURE

The faculty member shall submit the sabbatical leave application to the department chair or director. After recommending approval or disapproval, the department chair or director shall submit the application and his/her recommendation to the college dean **by February 1 for sabbaticals beginning in the following academic year or later and no later than July 15 for sabbaticals beginning the following spring semester**. The dean will hold all applications for comparative review and recommend, by ranking in order of merit, to the Senior Vice President and Provost. The Senior Vice President and Provost will recommend to the President, who will make recommendations to the Board of Regents for the April and September meetings, respectively.

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ACADEMIC UNIT CHAIR OR DIRECTOR

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DEAN

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SENIOR VICE PRESIDENT AND PROVOST

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PRESIDENT