

**Memorandum of Understanding (MOU) between
Portland State University (University)
and the Portland State University Chapter
of the American Association of University Professors (Association)
July 1, 2020**

Subject: Impact of COVID-19 pandemic on Sabbatical Leave

Recitals

Due to the COVID 19, the University has cancelled all travel for the foreseeable future; has placed all courses in remote status; and the State of Oregon has declared a “shelter in place order.” These restrictions may limit ability to engage in work or research that is travel-based at this time.

Agreement:

1. Those faculty whose sabbaticals took place in AY 19/20 and whose sabbatical-related plans to travel were cancelled due to COVID 19 Pandemic should consult with their supervisor, Viking Travel and Human Resources to ensure that all appropriate steps were taken, including:
 - i. Email notification of changes to travel or other sabbatical plans to their supervisor, Viking Travel and Human Resources Partner.
 - ii. Provide documentation of cancelled travel.
 - iii. Include a statement in their Sabbatical Leave report to explain the impact, if any, of COVID-19 on their sabbatical along with a copy of this MOU (optional)
 - iv. Place both documents in their dossier for promotion, and/or Post Tenure Review as appropriate.

2. Those faculty who were awarded sabbaticals in AY 19-20 to be taken in AY 20-21 and whose plans included travel may defer their sabbatical for up to one year. The process for deferral of their sabbatical is as follows:
 - i. They must notify their supervisor at least 1 month in advance of the Sabbatical start date that they want to defer.
 - ii. They will not need to re-apply unless their sabbatical plan is different in substance than the one that was approved.
 - iii. They will be reassigned their previous faculty duties for AY 20/21.
 - iv. Their supervisor will notify HR that their sabbatical has been postponed
 - v. The next countdown period¹ will begin at the conclusion of the deferred sabbatical leave.

3. The number of new sabbaticals awarded in AY 20-21 for AY 21-22 may be limited due to COVID 19 related sabbatical deferrals originally scheduled for 20-21 but deferred to 21-22. Supervisors will use due diligence when approving sabbaticals, and consideration

¹ Article 33, Sections 2 & 3, of the parties Collective Bargaining Agreement

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1 will be given to programmatic as well as faculty needs.
2
3 This agreement will become effective upon signature and ratification of the parties. This MOA
4 will be placed as an addendum in the party's successor collective bargaining agreement during
5 housekeeping in successor bargaining negotiations. This agreement shall remain in effect until
6 August 2021.

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<u>For the University</u>	<u>For the Association</u>
<p>DocuSigned by: <i>Shelly Chabon</i> B339FC565FA54C5</p> <hr/> <p>Shelly Chabon, Vice Provost for Academic Administration</p>	<p>DocuSigned by: <i>Mark Leyman</i> F41C3B5FB2074E8</p> <hr/> <p>Mark Leyman, VP of Collective Bargaining</p>
<p>July 1, 2020 5:12 PM PDT</p> <hr/> <p>Date</p>	<p>July 1, 2020 5:40 PM PDT</p> <hr/> <p>Date</p>

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	phil@psuaaup.net
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