

Guiding Principles to be used in reviewing Sabbatical Applications in CLAS

In addition to the language and guidelines found in Article 33 of the Collective Bargaining Agreement (CBA) and the Office of Academic Affairs website (<http://www.pdx.edu/academic-affairs/sabbatical-leave>), the following principles will be used in the College of Liberal Arts and Sciences when reviewing sabbatical applications:

1. Sabbatical replacement plans should – summed across the college – be cost neutral.
2. There is no guarantee that all sabbatical requests will be approved, even when the applicant has a sound plan.
3. In cases when multiple faculty members from the same department / program apply for sabbatical, the chair will provide a priority ranking (with justification) of the applications in case there is a need to deny one of the applications. In such cases, priority consideration should be given to Associate Professors seeking promotion to Full Professor over faculty who have already been promoted to that rank.
4. Denial one year does not represent a deferred acceptance and does not guarantee approval the following year.
5. Priority will be given to TTF over NTTF, as the latter are teaching faculty with little to no contractual research obligations.
6. Priority will be given to year-long sabbatical applications over one- or two-term applications.
7. Sabbatical requests should be part of a faculty development plan.
8. Sabbaticals should be related to what faculty member was hired for and/or contributions to their department or PSU, i.e., to their career as it relates to the department and PSU. The purpose of sabbatical needs to be clearly communicated. Sabbaticals are not a vacation from teaching.
9. A faculty member who has more than ten (10) years of continuous full-time service since the last sabbatical leave will be given highest priority for the award of sabbatical leave.
10. As a college, the standard is that replacement costs will be at adjunct rates. Chairs must provide a solid rationale if they request something different. However, there is no guarantee that such plans will be approved. Replacement plans that request anything other than adjuncts will be given lower consideration and/or the replacement plan may be denied.
11. In some cases, the decision may be to not replace, especially for courses that historically have had low enrollments.
12. Sabbaticals across academic years in the College (or for non-contiguous terms within an academic year) will only be approved in cases where the nature of the research itself requires such a timeframe.
13. Priority consideration will be given to Associate Professors working towards the rank of Full Professor.
14. Department chairs will be ineligible for sabbatical leave during the term of their appointment but will be given priority status when they rotate off.