



PROCEDURES AND CRITERIA USED IN SABBATICAL LEAVE APPLICATION AND DIFFERENCE IN PAY LEAVE APPLICATION

ELIGIBILITY:

Faculty unit members who have completed 6 consecutive years of full-time service with the University are eligible for sabbatical leave. Applications may be made during the 6th year or any subsequent year. A full-time faculty unit employee shall be eligible for a difference in pay leave if he/she has served full time for six years at that campus in the preceding seven-year period prior to the leave. A faculty unit employee will be eligible for a subsequent difference in pay leave after he/she has served full time for three years after the last sabbatical leave or difference in pay leave if he/she has satisfied the requirement to render service to the CSU upon return from a difference in pay leave at the rate of one term of service for each term of leave.

TYPES OF LEAVES:

1. One semester sabbatical leave at full pay
2. Two semesters sabbatical leave at 1/2 of full pay.
3. One or more semesters leave (not to exceed one year) difference-in-pay. [The salary for a difference in pay leave ... shall be the difference between the faculty employee's salary and the minimum salary of the instructor rank. The salary for a difference in pay leave for a librarian employee shall be the difference between the librarian employee's salary and the minimum salary of the lowest comparable time base librarian rank. Article 28.3, Unit 3 CBA]

Application for sabbatical leaves and difference in pay leaves:

Application forms are available within [Adobesign](#) as a workflow ([tutorial here](#)).

A complete application should include:

1. The application form (**attachment A**)
2. An outline of the plan for the leave and a statement of the expected benefits to the university and students written in words understandable to colleagues in other fields. Must not exceed 1,250 words (**attachment B**)
3. A current vita (**attachment C**)
4. The Promissory Note: a statement of indemnification of the State against loss in the event the faculty unit member does not return to complete one semester of service for each semester of leave (**attachment D**)

****Attachments A&D are included within the Adobe Sign workflow; opportunities to attached B&C are also within the Adobe Sign workflow.**

Applications should be delivered ELECTRONICALLY VIA ADOBESIGN to the Office of the Provost.

The deadline for receipt of applications for leaves to be taken during the **next academic year** is 4:30 p.m., **November 1st, or the closest business day after November 1st.**

APPROVAL PROCEDURES FOR SABBATICAL LEAVES:

The Professional Leave Committee reviews all sabbatical leave applications according to these criteria:

- the intrinsic merit of the proposal in terms of its feasibility, and of the professional growth and development of the applicant, of the curricular needs of the applicant's department or area, and of the need to maintain the reputation of the University as a teaching and research institution, and
- the past performance of the applicant as reflected by publications, research, creative work, honors and awards, academic program and course development, and related accomplishments which bear a direct relationship to the proposed sabbatical leave. When the application of criteria a and b results in a tie between two proposals, time in service at a college or university since the last sabbatical or equivalent leave will become the criterion.

The Professional Leave Committee submits its recommendations to the Office of the Provost and Vice President for Academic Affairs. Notification to faculty regarding awarded leave for the following academic year is made before Spring Semester of the current year.

Upon return from sabbatical leave, a complete report must be submitted to the Provost (who is the President's designee).

APPROVAL PROCEDURES FOR DIFFERENCE IN PAY LEAVES:

A departmental committee composed of tenured faculty unit employees shall review difference in pay leave requests. The departmental committee shall be elected by probationary and tenured faculty unit employees. A faculty unit employee applying for a difference in pay leave shall not serve on this committee. The recommendation ensuing from such a review shall be submitted to the appropriate administrator. This review shall consider questions related to the quality of the proposed difference in pay leave. When a faculty unit employee is afforded an unexpected opportunity, such as external funding, a scholarship or fellowship, a rapid and expedited review for a difference in pay leave will be provided. Upon return from difference in pay leave, a complete report must be submitted to the Provost (who is the President's designee).

Additional Information: Sabbatical leave policies are found in Article 27 of the CBA; Difference in Pay Leave policies are found in Article 28 of the CBA. Please review these policies.

NOTE: During a sabbatical leave a faculty unit member's retirement contributions and service credit in the retirement system are reduced by the same fraction as the pay. Upon return from sabbatical leave a faculty unit member may choose to pay into the retirement system the

remaining fraction of both the individual's contributions and the University's contributions needed for a full year's service credit.

NOTE: Salary for a sabbatical leave during one semester at full pay is issued as follows: a) Fall Semester at full pay: Fall Warrant #1- Oct. 1, Fall Warrant #2-Nov. 1, Fall Warrant #3-Dec. 1, Fall Warrant #4-Jan. 1, Fall Warrant #5-Feb. 1, Fall Warrant #6-Sept. 1; b) Spring Semester at full pay: Spring Warrant #1-Mar. 1, Spring Warrant #2-Apr. 1, Spring Warrant #3-May 1, Spring Warrant #4-June 1, Spring Warrant #5-July 1, Spring Warrant #6-Aug. 1; c) Two semesters at one-half of full pay, salary is issued as follows: All Pay Warrants Oct.1 through Sept. 1 reduced by ½ half of full pay. (d) A faculty unit employee on a difference in pay leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if he/she were not on a difference in pay leave. (e) The CBA provides that a person on either difference-in-pay leave or regular sabbatical leave shall not accept outside employment without prior approval of the President. (f) If any questions arise about the completion of the application, advice may be sought from the Office of Faculty Development.

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