Purpose
Sabbatical leaves and Difference in Pay leaves shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement, or faculty retraining. The purpose of the sabbatical and difference in pay leave is to enable a faculty member, librarian, or counselor to undertake professionally related activities that cannot be completed while engaging in the person's regular university activities.

Two types of leaves with pay available
- **Sabbaticals** may be granted for **one semester with full pay**; *OR* for **two semesters with half pay**.
- **Difference in Pay Leaves** may be granted for one or two semesters at the difference in pay between the recipient's salary for each leave semester and the minimum salary of the instructor rank (for faculty), the difference in pay between the recipient's salary for each leave semester and the minimum salary of the lowest comparable time base librarian rank (for librarians), and the difference in pay between the counselor employee's salary and the minimum salary of the instructor rank at the comparable time base (for counselors) (CBA 28.3].

Eligibility
To be eligible for a **Difference in Pay (DIP) leave**, the applicant must have served full-time for six (6) years at this campus in the preceding seven (7) year period prior to the leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. The applicant will be eligible for a subsequent difference in pay leave after they have served full-time for three years after the last sabbatical or difference in pay leave.

Application Process
The leave application is to be completed by the applicant and forwarded to Faculty Affairs via *Interfolio*.
by **October 2**. Once submitted, the application will be routed to the Office of Faculty Affairs who will confirm eligibility of the applicant and inform the department committee. When a faculty member is afforded an unexpected opportunity, such as external funding, a scholarship, or a fellowship, a rapid and expedited review of a difference in pay leave outside of the normal deadline will be provided. The original copy of the application shall be forwarded to the Office of Faculty Affairs who will confirm eligibility of the applicant and forward the application to the department or library leave with pay committee.

Difference in Pay Leave Application and Review
Academic Senate Sabbatical and Leaves with Pay Policy (Current) #**S22-301**

1. The faculty member shall submit a request for a difference in pay leave to the Office of Faculty Affairs and the department/library Leave with Pay Committee. An application for a difference in pay leave consists of a statement of the purpose of the leave; a description of the proposed project; an activity plan with a time line; a description of the SFSU resources, if any, necessary to carry it out; and a statement of the time requested, which shall not exceed one (1) year.
2. A department Leave with Pay Committee composed of tenured faculty, and elected by probationary and tenured faculty, shall review difference in pay leave applications. This review shall consider questions related to the quality of the proposal for the difference in pay leave. The recommendation ensuing from such a review shall be submitted to the college dean/university librarian.
3. The department chair/equivalent unit director shall provide a statement to the college dean/university librarian regarding the possible effect on the curriculum and the operation of the department should the faculty member be granted a difference in pay leave.
4. Prior to making a recommendation to the President, the college dean/university librarian shall consider the department's recommendation and program needs.
5. A faculty member applying for a difference in pay leave shall not serve on a departmental difference in pay review committee.

October 2

Faculty submit application to
Department Chair/equivalent unit Director via *Interfolio*

Department Chair/equivalent unit Director provides
statement regarding possible effect on curriculum

Department LWP Committee
Review and recommendation

College Dean/University Librarian review

University President (or designee) decision

Faculty notified

December 2023