

Sabbatical Application Information Sheet

Due: October 1, 2025



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 sabbatical 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 and at least six (6) years after any previous sabbatical leave or difference in pay leave. This includes lecturer faculty as well as tenure/tenure track faculty. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements (CBA 27.2).

Application Process

The leave application is to be completed by the applicant and forwarded to Faculty Affairs via *Interfolio*.

Criteria

Awards for leaves with pay are limited and competitive. Funded proposals are those that score highest on the evaluation criteria. (Academic Senate Sabbatical and Leaves with Pay Policy (Current) **#S22-301**)

The University Sabbatical Committee (USC) shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: (a = 40%); (b = 30%); and (c = 30%).

- a) The intellectual or creative significance of the proposed endeavor. No proposal shall be considered to be of lesser merit because the proposed activities bridge disciplinary lines as they are defined by the departmental/college structure of this university.
- b) The importance and effectiveness of the proposed endeavor in furthering the applicant's professional development. This criterion may be satisfied in many ways, including but not limited to producing professional value for the applicant and benefitting their students, their department, their college, the university, their discipline/field, the community, and the public.
- c) The likelihood of completion based on the applicant's past achievements and the feasibility of their activity plan and timeline. This may include consideration of the applicant's academic or professional background, the applicant's prior interest and experience in relevant subjects, the challenges and inequities that the applicant has faced, and the applicant's overall ability and reliability in planning and carrying out projects, including past sabbatical and leave projects. This criterion shall not be applied in ways that advantage applicants who have had greater prior opportunities for past research, scholarship and creative activities.

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All applications for sabbaticals at one-half (1/2) of full salary shall be approved if they meet the criteria set forth in the CBA. If there are a sufficient number of faculty unit employees eligible for sabbaticals who meet the conditions in the CBA, then a campus shall grant no fewer sabbaticals than twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such sabbaticals in that year in addition to those faculty approved for a sabbatical at one-half (1/2) of full salary.

- The Department Chair or equivalent shall provide a written statement regarding possible effects on the curriculum and operation of the department or equivalent unit should the sabbatical be granted.

- The College Dean/University Librarian shall consider recommendations from Departments or equivalent units and add a statement on program needs and budget implications should the sabbatical be granted.
- If a candidate is awarded a sabbatical, but deemed indispensable, the Dean and the Department Chair, together with the candidate, shall devise an action plan to accommodate the applicant for the next sabbatical/leave evaluation cycle.
- The statement from the College Dean/University Librarian shall be submitted along with the Department Chair's recommendation.

- The USC's ranked list of recommended applicants from across the campus shall be submitted to the President (or designee).



The President (or designee) will consider input from the USC, the Dean and Department or equivalent unit prior to making a final determination regarding sabbatical leaves.

December
2025

Upon final approval of a sabbatical leave, the President (or designee) will respond in writing to the applicant and shall include the reasons for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected department, College Dean/University Librarian, and the USC.