

Sabbatical Application Information Sheet

Due: October 1, 2021



SAN FRANCISCO
STATE UNIVERSITY

Purpose

The purpose of the leave with pay is to enable a faculty member to undertake professionally related activities which cannot be undertaken in the course of the person's full-time university responsibilities. Such leaves should result in developing the skills, the understandings, and professional satisfactions of the individual, thereby benefiting the university.

The leave with pay shall be granted for the purpose of research, scholarly and creative activity, instructional improvement or faculty retraining, general study, and/or travel in connection with any of the above. Other purposes with potential for service to the university are equally appropriate. No one of the above mentioned purposes for a leave should be given priority.

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 a difference in pay between the recipient's salary for each leave semester and the salary of a Step 1 temporary instructor.

Eligibility

To be eligible for a **sabbatical leave**, the applicant must have served full-time for six years at this campus in the preceding seven year period prior to the leave and at least six years after any previous sabbatical leave or difference in pay leave. 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. Non-teaching, non-administrative academic personnel, including librarians and professional student affairs personnel, are eligible for leaves with pay.

Deadlines

The leave application, available at <https://facaffairs.sfsu.edu/forms-and-applications> is to be completed by the applicant and filed by **October 1**. Once submitted, the application will be routed to the Office of Faculty Affairs who will confirm eligibility of the applicant and inform the college committee.

Criteria (Academic Senate Leaves with Pay Policy #S20-18)

https://senate.sfsu.edu/sites/default/files/%23S20-18_Leave_With_Pay_Policy.pdf

- 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 benefits for instructional programs, enhancing the applicant's teaching competence, improving the intellectual and/or creative reputation of the university, and expanding the university's ability to serve the community.

c. The applicant's background relevant to determining the applicant's ability to carry out the proposed project. This may include consideration of the applicant's professional background, of the applicant's prior interest and experience in the subject to which the project is devoted, and of the applicant's overall ability and reliability in planning and carrying out projects. Since professional development, as referred to in the above paragraph, is not restricted to development through research/publication activities, this criterion shall not be applied in such a way that applicants who have had prior opportunity for research/publications necessarily enjoy an advantage because of their greater experience.

d. The relative importance of the above criteria may be expected to differ from school to school. Therefore, when this policy is initially applied, each college or library Leave With Pay Committee, in conjunction with the college dean, shall specify the relative weighting of each criterion in the decision process. This information should be available in writing to all members of the college. The relative weightings of criteria for the college shall remain in place unless changed by the college/library Leave With Pay Committee in conjunction with the college dean or by a majority vote of those faculty members in the college who are eligible to vote for representatives to the Academic Senate. In case the relative weightings of criteria are changed, faculty members must be so notified in writing at least thirty days prior to the date on which applications for leaves with pay are due.

