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3 97-10

4 August 1, 1997

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6 **SABBATICAL AND DIFFERENCE-IN-PAY LEAVE**
7 **POLICIES, PROCEDURES, AND CRITERIA**

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9 This policy was recommended by the Academic Senate on April 10, 1997 and
10 approved by the President on July 14, 1997. This policy supersedes PS 95-05.

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13 **I. GENERAL PROVISIONS**

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15 A. The number of leaves granted in any one semester or year in any department, college, or the
16 campus as a whole, shall not be so great as to disrupt the continued and regular course offerings
17 or to affect the level of the quality of education offered to the students. An approved leave may
18 be deferred for up to one year in order to avoid adverse impact on programs or educational
19 quality.

20
21 B. Each College faculty may adopt a professional leave document which outlines the procedures
22 for the election of the College Professional Leave Committee and which may include criteria for a
23 sabbatical or difference-in-pay leave in addition to the University criteria stated in this policy.
24 College professional leave policies and procedures are subject to review and approval by the Vice
25 President for Academic Affairs, in consultation with the University Faculty Personnel Policies
26 Council.

27
28 C. An applicant for a sabbatical leave or difference-in-pay leave shall forward a request, with the
29 appropriate information of the applicant's plan of study, research, or travel and service together
30 with a statement of the benefits which would accrue to the CSU.

31
32 D. Each faculty member/librarian granted a sabbatical leave or difference-in-pay leave will be
33 required to sign a statement agreeing to carry out the proposal to the best of his/her ability. In
34 addition, final approval of a sabbatical leave or difference-in-pay leave shall not be granted until
35 the faculty member/librarian has filed with the President's designee a suitable bond or an
36 accepted statement of assets (not including PERS holdings) and/or a promissory note that is
37 individually or collectively at least equal to the amount of salary paid during the leave. The
38 guarantee posted shall indemnify the State of California against loss in the event the faculty
39 member/librarian fails to render the required service in the CSU following return of the employee
40 from the leave.

41
42 E. Normally, a faculty member/librarian on sabbatical leave or difference-in-pay leave shall not
43 accept employment elsewhere (although he/she may go on a Fulbright or similar fellowship or
44 accept payment of travel expenses connected with a sabbatical program). There may be a rare
45 instance where employment would contribute to the goal of the individual's leave. The intention
46 to do so, however, must be clearly stated in the leave plan submitted and must be approved in
47 advance. The burden of proof shall be on the individual in any such exceptional circumstance to
48 demonstrate the worth of such employment. Such employment shall be minimal and purely
49 incidental and subject to prior approval of the President's designee.

50
51 F. A faculty member/librarian on sabbatical leave or difference-in-pay leave shall not accept
52 additional employment without prior approval of the President's designee.

54 G. A faculty member/librarian on sabbatical leave or difference-in-pay leave shall be entitled to
55 accrue sick leave, vacation, and service credit toward service salary increase eligibility, eligibility
56 toward promotion, if applicable, and seniority credit.

57 H. A faculty member/librarian granted sabbatical leave or difference-in-pay leave may be
58 required by the President's designee to provide verification that the conditions of the leave were
59 met. The statement of verification shall be provided to the President's designee and the
60 applicable Professional Leave Committee.

61
62 I. A faculty member/librarian shall render service to the CSU upon return from a sabbatical leave
63 or difference-in-pay leave at the rate of one term of service for each term of leave.

64
65 J. Each faculty member/librarian on sabbatical leave or difference-in-pay leave shall be entitled
66 to exercise all his/her normal faculty privileges.

67
68 K. Each faculty member/librarian granted a sabbatical or difference-in-pay leave shall, upon
69 return to service, submit a written report of study to the department chair, dean/director of the
70 college, and the President's designee for inclusion in his/her personnel file. In addition, faculty
71 granted sabbaticals should be prepared to present the results of the sabbatical leave in a
72 department and/or college seminar.

73
74 **II. ELIGIBILITY**

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76 A. Sabbatical Leave: A full-time faculty/librarian employee shall be eligible for a sabbatical leave
77 if he/she has served full-time for six years at that campus in the preceding seven-year period
78 prior to the leave and at least six years after any previous sabbatical leave or difference-in-pay
79 leave. Credit granted toward the completion of the probationary period for service elsewhere
80 shall also apply towards fulfilling the eligibility requirement of a sabbatical. A leave of absence
81 without pay or service in an academic administrative appointment excluded from the bargaining
82 unit shall not constitute a break in service or eligibility requirements.

83
84 B. Difference-in-Pay Leave: The same provisions as in II.A. above shall apply with respect to
85 eligibility for a difference-in-pay leave, with the exception that a faculty member will be eligible
86 for a subsequent difference-in-pay leave after he/she has served full time for three years after
87 the last sabbatical leave or difference-in-pay leave.

88
89 **III. SALARY CONDITIONS OF LEAVE**

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91 A. Sabbatical Leave: The salary of a faculty member on a sabbatical leave shall be in accordance
92 with the following:

- 93
94 1. One semester at full salary.
95
96 2. Two semesters at one-half of full salary.
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98 The salary of a librarian employee on a sabbatical leave shall be in accordance with the
99 following:

- 100
101 1. Four months at full salary.
102
103 2. Eight months at one-half of full salary.
104

105 B. Difference-in-Pay Leave: The salary for a difference-in-pay leave for a faculty employee shall
106 be the difference between the faculty employee's salary and the minimum salary of the
107 instructor rank. The salary for a difference-in-pay leave for a librarian employee shall be the

108 difference between the librarian employee's salary and the minimum salary of the lowest
109 comparable time-base librarian rank.

110
111 **IV. PROCEDURES**

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113 A. Sabbatical Leaves

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115 1. A Professional Leave Committee composed of tenured faculty/librarian employees shall
116 review sabbatical leave applications in each college. The professional leave committee
117 shall be elected by probationary and tenured faculty/librarian employees of the unit. A
118 faculty/librarian employee applying for a sabbatical leave shall not be eligible for election
119 to the Professional Leave Committee.

120
121 2. The applicant's request for a sabbatical leave shall be forwarded through the
122 department chair to the College Professional Leave Committee. The department chair
123 shall provide a statement to the dean regarding the possible effect on the curriculum and
124 the operation of the department if the faculty member is granted a sabbatical leave.

125
126 3. The College Professional Leave Committee on the basis of the material submitted shall
127 evaluate the applications and make recommendations to the College dean. The
128 committee's review shall consider questions related to the quality of the proposed
129 sabbatical project. The dean shall review the committee's recommendations and forward
130 his/her recommendation to the President's designee. Prior to making a recommendation
131 to the President's designee regarding the sabbatical leave application, the dean/director
132 shall consider the recommendations pursuant to the above provisions, other campus
133 program needs, and campus budget implications.

134
135 4. Deadlines: Applications for sabbatical leave for the following year must be submitted to
136 the College Professional Leave Committee by the third Monday in November. The College
137 Professional Leave Committee shall forward its recommendations to the dean of the
138 college by the second Monday in December. The dean's recommendations and
139 accompanying proposals should be submitted to the Academic Personnel Office by the
140 third Monday in December.

141 5. For faculty holding joint appointments in two or more departments or programs, the
142 following procedures shall apply:

143
144 a. The department chair or director of each affected academic unit shall provide a
145 statement regarding the possible effect on the curriculum and the operation of
146 that unit if the faculty member is granted a sabbatical leave.

147
148 b. If the faculty member holds a joint appointment in two or more colleges, the
149 faculty member's proposal shall be reviewed by the college Professional Leave
150 Committee which the faculty member considers the most appropriate for the
151 evaluation of his/her proposal. The college-level committee shall consider
152 questions related to the quality of the proposed leave project, and shall forward its
153 recommendation to the deans of the affected colleges. Those deans shall confer
154 about the proposal and the recommendations received, and shall, if possible,
155 forward their joint recommendation to the President's designee. In cases of
156 disagreement, each dean may forward a separate recommendation.

157
158 6. Prior to making a final determination regarding the sabbatical leave and the conditions
159 of such an approved leave, the President's designee shall consider the recommendations
160 made pursuant to the above provisions. The President's designee shall respond in writing
161 to the applicant and such a response shall include the reasons for approval or denial. If a

162 sabbatical leave is granted, the response shall include any conditions of such a leave. A
163 copy of this response shall be provided to the chair(s) of the affected department(s) and
164 the Professional Leave Committee.
165

166 **B. Difference-in-Pay Leaves**

169 1. A Departmental Professional Leave Committee composed of tenured faculty unit
170 employees shall review difference-in-pay leave requests. The departmental committee
171 shall be elected by probationary and tenured faculty unit employees. A faculty unit
172 employee applying for a difference-in-pay leave shall not serve on this committee.
173

174 2. The faculty unit employee shall submit a request for a difference-in-pay leave request
175 through the department chair to the Departmental Professional Leave Committee. The
176 department chair shall provide a statement to the College dean regarding the possible
177 effect on the curriculum and the operation of the department/program should the
178 employee be granted a difference-in-pay leave.
179

180 3. The Departmental Professional Leave Committee shall evaluate the difference-in-pay
181 leave applications submitted and forward its recommendations to the College dean. The
182 committee's review shall consider questions related to the quality of the proposed
183 difference-in-pay leave. The dean shall review the departmental committee's
184 recommendations and forward his/her recommendation to the President's designee. Prior
185 to making a recommendation to the President's designee regarding the difference-in-pay
186 leave application, the dean/director shall consider the recommendations pursuant to the
187 above provisions, other campus program needs, and campus budget implications.
188

189 4. Applications for difference-in-pay leave for the following year must be submitted to the
190 Departmental Professional Leave Committee by the third Monday in February. The
191 Departmental Professional Leave Committee shall forward its recommendations to the
192 dean/director by the second Monday in March. The dean/director's recommendations and
193 accompanying proposals shall be submitted to the Academic Personnel Office by the third
194 Monday in March.
195

196 5. When a faculty unit employee is afforded an unexpected opportunity, such as external
197 funding, a scholarship or fellowship, a rapid and expedited review for a difference-in-pay
198 leave will be provided.
199

200 **V. CRITERIA**

201
202 A. The minimum eligibility requirements which must be met for sabbatical or difference-in-pay
203 leave to be authorized are set forth in Section II, above. Faculty must apply according to
204 procedures set forth in Section IV, above, and must file a detailed plan of study, research, travel,
205 or service. The application must state how the carrying out of this plan by the faculty member
206 will be of benefit to the CSU.
207

208 B. A sabbatical or difference-in-pay leave shall be for purposes which provide a benefit to the
209 CSU; a benefit provided to this campus in particular shall be considered a benefit to the CSU.
210 The benefit to be derived from the granting of a leave is dependent upon the nature of the leave
211 activities proposed and also upon their being completed as planned. In determining whether the
212 granting of a leave will provide a benefit, committees and administrators shall consider the
213 following:
214

215 1. The value of the completion of the proposal to the University. This assessment may
216 consider the needs of the program/department to which the faculty member is assigned
217 (or may be assigned). The following are considered of value to the University:
218

219 a. Improved instructional effectiveness (for example, intellectual and professional
220 growth of the applicant, exploration or training in new instructional modes and
221 methodologies) with the exclusion of study toward completion of any degree
222 including the terminal degree.
223

224 b. Scholarly and creative contributions to the field (for example, publication,
225 exhibits, performance).
226

227 c. Research activities or projects which directly contribute to instructional
228 effectiveness or to University-community interrelationships.
229

230 2. The likelihood that the proposal will be completed as planned, and will result in definite
231 accomplishments as stated in the plan. The program should therefore be clearly stated
232 (purpose, methodology, specific work to be undertaken, expected outcomes). Evidence in
233 the form of the proposer's training, background or past achievements, or in the form of
234 work on the project already begun should be cited.
235

236 3. The necessity of a leave for the completion of the proposal.
237

238 C. If it is necessary to defer an approved sabbatical leave because of its impact on a
239 department's ability to offer its programs, a difference-in-pay leave may be offered to the
240 applicant, as an alternative to the deferred sabbatical leave, provided that the unpaid portion of
241 the applicant's salary can be guaranteed to the applicant's department for replacement faculty. If
242 two or more sabbatical leaves are approved for members of a single department or equivalent
243 unit, and some but not all of them must be deferred, the decision concerning which leaves to
244 defer shall be based on:
245

246 1. Specific programmatic needs (e.g., the need to offer a specific course or courses)
247 stated by the department chair or college dean.
248

249 2. The number of years of full-time employment in the CSU system since the last
250 sabbatical leave, or since employment if no previous sabbatical leave is on record.
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252 **EFFECTIVE: Fall 1997**
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