

**POLICY ON SABBATICAL AND DIFFERENCE-IN-PAY (DIP) LEAVES**

This policy outlines the principles and procedures for the administration of faculty professional leaves of absence with pay (i.e., sabbatical leaves and difference-in-pay leaves). In this document, “application” shall refer to all papers and forms submitted by a faculty member for the purpose of requesting a professional leave of absence. “Proposal” shall refer to that part of the application in which the faculty member describes the manner in which the leave of absence is to be used.<sup>1</sup> The Provost and Vice President for Academic Affairs (VPAA) is designated by the President to oversee the implementation of these leave programs and to ensure compliance with Articles 27 and 28 of the Unit 3 Collective Bargaining Agreement (CBA).<sup>2</sup>

Every full-time faculty member has the right to, and a developmental need for, a periodic professional leave with pay. Traditionally, these professional leaves with pay have been called sabbaticals or difference-in-pay leaves and are a long-standing faculty benefit. Therefore, it is incumbent upon the academic community to award paid professional leaves based upon justifiable criteria, using established procedures for evaluating the relative merits of sabbatical and DIP leave proposals.

**I. GENERAL PROVISIONS**

1. A sabbatical leave for an academic year faculty or counselor employee may be granted for one semester with full pay, or for two semesters with half pay, within a single academic year.<sup>3</sup> A sabbatical leave for librarian or 12 month faculty or counselor employee may be granted for four (4) months at full salary; or eight (8) months at one-half (1/2) of full salary.
2. A difference-in-pay (DIP) leave may be granted for one or more semesters, or months as appropriate to the faculty member’s appointment.
3. A person on a sabbatical or DIP leave shall not accept additional and/or outside employment without *prior written approval* of the Provost.<sup>4</sup>
4. Sabbaticals and DIP leaves shall be for purposes that provide a benefit to the University, such as research, scholarly and creative activity, instructional improvement, or faculty retraining. Such leaves excuse the faculty member from all other responsibilities during the leave period in order that the faculty member may concentrate on the proposed professional development activities of the leave.
5. Individuals on a sabbatical or DIP leave shall not be eligible to serve on any peer review committee during the period of the leave.
6. When a faculty member is afforded an unexpected opportunity, such as external funding, or a scholarship or fellowship, a rapid and expedited review process for a DIP leave will be provided.

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<sup>1</sup> Sabbatical and DIP leave application forms are available on the Faculty Affairs web site.

<sup>2</sup> It is the purpose of this policy to address only the implementation of sabbatical and DIP leaves. For a complete description of other forms of leave with pay, please refer to Articles 23 and 24 of the CBA.

<sup>3</sup> Service credit toward retirement is determined by CalPERS, and is based upon the employee’s timebase. Faculty members intending to go on a two-semester sabbatical at half pay should consult with the Human Resources Benefits Specialist to determine the impact of the proposed leave on retirement credit, based upon current law and CalPERS regulations.

<sup>4</sup> Please refer to Articles 35 and 36 of the CBA for specific constraints and stipulations regarding additional and/or outside employment.

7. In the event that a recipient of a sabbatical or DIP leave must alter the leave proposal before the leave has begun or during the leave period, an amended written proposal shall be submitted to the appropriate dean for approval *prior to* implementation of the alteration. The dean shall notify the Provost immediately of any leave alterations and/or changes in leave recipients. Following the notification, the Provost will follow the procedures described in Section VI.
8. If a sabbatical is denied based on factors other than the merit of the proposal as identified in CBA 27.6 or 27.7, and such denial results in fewer sabbaticals being awarded than 12% of eligible faculty as defined in CBA 27.10, upon request of the faculty member, the sabbatical leave shall be deferred until the following academic year, at which point the leave, if the underlying conditions supporting the proposal remain in effect, shall be granted.
9. Individuals on a sabbatical or DIP leave shall be considered in work status, and shall receive health, dental, and similar fringe benefits provided by the CSU.
10. Individuals on sabbatical and DIP leaves shall be entitled to accrue—if applicable—sick leave, vacation, service credit toward salary adjustment eligibility, eligibility toward promotion, and seniority credit.
11. A faculty member on a sabbatical or DIP leave shall not return to full-time status prior to the expiration of the leave period without prior written approval of the Provost.

## II. REQUIRED INDEMNIFICATION OF THE STATE

1. A faculty member is expected to provide one (1) semester of full-time service for each semester of paid professional leave. This service shall be rendered after the completion of the leave period.
2. Upon approval of a sabbatical or DIP leave proposal, the applicant must either file with the Dean a suitable bond, list of assets, or promissory note sufficient to guarantee the State against loss in the event there is failure to render the equivalent service stipulated in Section 1 above.
3. Final approval of a sabbatical or DIP leave proposal shall not be granted until the applicant has filed (as part of the leave application) a suitable bond, an accepted statement of assets (exclusive of CalPERS holdings), or a promissory note at least equal to the amount of salary paid during the leave period. This financial indemnification shall be immediately canceled in full upon completion of the required service stipulated above, or upon written waiver of that service by mutual agreement between the faculty member and the University.

### III. ELIGIBILITY

#### A. *Sabbatical Leaves*

1. Any full-time faculty member is eligible for a sabbatical leave if he/she has served in a full-time position on this campus for six (6) years in the preceding seven-year period prior to the leave, and at least six (6) years after any previous sabbatical.
2. Credit granted toward the completion of the probationary period for service elsewhere and up to one year of time spent on a professional leave without pay shall apply toward the sabbatical eligibility requirements.
3. A professional leave of absence without pay or service in an academic appointment excluded from the bargaining unit shall not constitute a break in service for eligibility calculations.
4. Participants in the Pre-Retirement Reduction in Time Base (PRTB) Program, and in the Faculty Early Retirement Program (FERP), are not eligible for sabbatical leaves.

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

1. While eligibility requirements, criteria, and procedures for sabbatical and DIP leaves are similar, DIP leaves are not credited against the number of sabbatical leaves allocated to the campus, or accounted for within budgetary processes.
2. Any full-time faculty member is eligible for a difference-in-pay leave if he/she has served in a full-time position on this campus for six (6) years in the preceding seven-year period prior to the leave.
3. A faculty member will be eligible for a subsequent difference-in-pay leave after he/she has served full time for three (3) years after the last sabbatical or DIP leave, and has satisfied the rendered service requirement.
4. Service credit granted toward the completion of the probationary period for service elsewhere shall also apply toward fulfilling the eligibility requirements for a DIP leave.
5. 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 DIP eligibility requirements, nor shall it fulfill the rendered service requirement upon return from a DIP leave.
6. Participants in the Pre-Retirement Reduction in Time Base (PRTB) Program, and in the Faculty Early Retirement Program (FERP), are not eligible for DIP leaves.
7. For faculty members, DIP salary shall be calculated by subtracting the minimum annual pay of the Instructor rank from the applicant's current annual salary. The salary difference for a librarian's or SSP-AR's DIP leave is the difference between the employee's annual salary and the minimum salary of the Instructor rank at a comparable time base.

IV. CRITERIA FOR SABBATICAL AND DIFFERENCE-IN-PAY LEAVES

1. A sabbatical or DIP leave shall be granted for purposes that provide a benefit to the University. All reviews of professional leave proposals shall consider the quality of activities to be conducted during the leave period.
2. Proposals shall demonstrate how one or more of the following objectives will be met by the sabbatical or DIP leave: a) studies leading to a greater command of subject matter; b) studies to accomplish a shift in areas of academic emphasis; c) studies leading to improved curricula; d) studies leading to a command of advanced teaching methods; e) creative activities in one's professional field or a closely related field; f) travel with a well-defined professional or scholarly objective (e.g., scholarly research at a highly specialized library collection).
3. Proposals shall demonstrate: a) the benefit to the University of the proposed leave; b) a well-conceived program of activities including, where possible, preliminary arrangements and contacts; c) a detailed description and timeline by which the objectives and activities are to be accomplished; and d) that the proposed activities cannot be accomplished in less than the leave time, but can be completed in the time period requested.
4. The relative merit of the proposal shall be the principal basis for a recommendation at all levels. Prior performance while on a sabbatical, DIP, or professional leave without pay shall be considered at each evaluation/recommendation level. Other factors, such as the time since the last professional leave or length of service, shall be given secondary consideration.
5. Prior to making a final decision, the dean shall consider the recommendations from the department and school/college committees. The dean shall also weigh programmatic needs and budget implications.

V. PROCEDURES

A. General

1. At the beginning of each academic year, the Office of Faculty Affairs shall establish and announce dates for the submission and review of sabbatical and DIP leave requests.
2. Each school/college (or equivalent unit) will be provided a list of faculty members eligible to apply for a sabbatical or DIP leave. Based on the University Target, the Office of Faculty Affairs will provide schools/colleges with their “College or School Target”<sup>5</sup>. However, it shall be the sole responsibility of an individual faculty member to ascertain his/her professional leave eligibility, and failure to do so in a timely fashion will not excuse an applicant from meeting the application deadline established by the dean.
3. Eligible faculty wishing to do so shall submit an application for a sabbatical or DIP leave on the University form available on the Faculty Affairs web site. Basic application information shall include: a) the purpose of the leave; b) a brief description of the proposed project; c) what CSU resources, if any, will be needed to support the project; and d) the amount of time requested (not to exceed one year). In addition to the basic application information and the indemnification documents specified in Section II, this written request shall include a professional leave *proposal* that clearly addresses the criteria in Section IV above.
4. A copy of the report from the last sabbatical, DIP, or professional leave without pay—if any—shall be attached to the application.

B. Departmental Level Review<sup>6</sup>

1. Departments have the primary responsibility of stating, in writing, the reasons for their recommendations regarding professional leave proposals. The department shall elect a Professional Leave Committee consisting of at least three (3) full-time tenured faculty members who are not applying for a sabbatical or DIP leave and are not participants in the Faculty Early Retirement Program. If the department does not have three full-time tenured members, the membership of the department may elect any other full-time tenured faculty member willing to serve on this committee.
2. Department chairs may be elected to the departmental committee or may choose to write a separate recommendation as an independent level of review. The department chair must indicate his/her preference prior to the deadline for applicants to submit leave proposals.
3. Departments may, at their discretion, separately rank-order one-semester sabbatical applications and DIP leave applications, according to the criteria found in Section IV above. (Failure to rank-order at the department level may place some applicants at a slight disadvantage, as rank-ordering is mandatory at the school/college review level.)

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<sup>5</sup> See section VI for additional information on University and College or School Targets.

<sup>6</sup> Solely for the purpose of this policy, Librarians and Counselors (SSP-ARs) will only have departmental professional leave committees.

4. For full consideration at the Dean's level, the department's recommendations regarding all professional leave applications must also include: a) a statement assessing possible effects on the curriculum during the applicant's potential absence; and b) a statement assessing departmental operations during the applicant's potential absence. If a sabbatical leave was denied in the immediate year prior due to (a) or (b) above, an application for a sabbatical submitted the following academic year shall not be denied based on these factors. (CBA Article 27.8)
5. Each faculty member applying for a sabbatical or DIP leave shall receive a written copy of the recommendation of the department Professional Leave Committee, and the recommendation of the department chair (if any). Written recommendations shall include the reasons for the recommendation.
6. If a faculty member's application is not recommended by the department Professional Leave Committee and/or department chair, or the applicant believes his/her proposal was not ranked high enough, he/she may request a thirty (30) minute interview with the school/college Professional Leave Committee to present his/her appeal. This request shall be granted.

#### C. School/College Level Review

1. The school/college shall elect a Professional Leave Committee consisting of at least three (3) full-time tenured faculty members who are not applying for a sabbatical or DIP leave and are not participants in the Faculty Early Retirement Program. At the discretion of the school/college's faculty members, the unit's standing personnel peer review (RTP) committee may serve as the Professional Leave Committee.
2. The school/college Professional Leave Committee will examine all professional leave applications and proposals, applying the criteria found in Section IV above. The committee will also review the recommendations of the departmental committee and the department chair (if any); particular attention will be given to the departmental statements assessing possible effects on the curriculum, and the assessment of departmental operations, during the applicant's potential absence. The school/college committee will also listen to applicant appeals, as provide for in Section VI.B.6 above.
3. The school/college Professional Leave Committee shall forward to the dean (or equivalent) separate rank-ordered lists of meritorious one-semester sabbatical requests, full-year sabbatical requests, and difference-in-pay leave requests. Regardless of its relative rank, each leave application/proposal shall be clearly identified as meritorious or not meritorious.
4. The school/college Professional Leave Committee shall notify each leave applicant, in writing, of: a) the committee's recommendation to the dean; b) the rank-order of the proposal; and c) the reasons for the ranking and recommendation.
5. If a faculty member's application is not recommended by the school/college Professional Leave Committee, or the applicant believes his/her proposal was not ranked high enough, he/she may request a thirty (30) minute interview with the school/college dean (or equivalent) to present his/her appeal. This request shall be granted.

D. The Dean’s Decision

1. The dean (or equivalent appropriate administrator) shall review: a) all original professional leave applications/proposals; b) recommendations of the departmental Professional Leave Committees; c) recommendations of department chairs (if any); d) recommendations of the school/college Professional Leave Committee; e) applicant appeals (if any).
2. Before arriving at a final decision regarding each professional leave proposal, the dean shall consider the following factors:
  - a) the overall quality of the proposal, employing the criteria enumerated in Section IV above;
  - b) possible effects on the curriculum and the operation of the department should the applicant be granted the leave;
  - c) other campus program needs;
  - d) campus budget implications, including the school/college’s budgetary resources.
3. Upon arriving at a decision on each leave application/proposal, the dean shall, in writing, notify the applicant of that decision. This notification shall include the reasons for the approval or denial of the proposal. If approved, the notification will also provide conditions (if any) imposed on the leave. Except for the conditions described in the following section, the decision of the dean is final.
4. In some rare instances, the dean may deny a professional leave application on grounds (e.g., lack of sufficient funding) other than the proposal’s merit. If this denial results in the University failing to meet the “University Target” of allocated sabbaticals, the applicant may request deferral of the leave proposal until the next academic year. At that time, if the underlying conditions supporting the proposal remain in effect, the leave shall be granted. Sabbaticals deferred in such instances will be counted against the “University Target” in the year they are actually taken.<sup>7</sup>

E. University Level Review for Meritorious Applications not Awarded at the Dean Level.

1. All meritorious applications not awarded at the dean level shall be forwarded to the Senate Research Committee. The Senate Research Committee shall then review these proposals, employing the criteria found in Section IV, and rank-order the proposals. This rank-ordered list shall be forwarded to the Provost.

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<sup>7</sup> See Article 27.8 of the Unit 3 Collective Bargaining Agreement.

F. Appeal of Denial of Sabbatical or Difference in Pay Leave

1. If the dean's decision is in disagreement with the department committee and/or the college/school committee recommendations, the faculty member may appeal to the Provost within sixty (60) days of the decision of the dean.
2. Prior to making a formal appeal to the Provost, the faculty member shall request a thirty (30) minute meeting with the dean to discuss the dean's decision. This request shall be granted. A letter from the dean stating that this meeting has been held must be presented as part of the appeal to the Provost.
3. The Provost shall hear the appeal only if the consultation has been held with the dean. The appeal shall be in writing and shall state the reasons why the leave should be granted. A copy of the appeal shall be sent to the dean.
4. An appellant may request a thirty (30) minute interview with the Provost to present his/her arguments. This request shall be granted.
5. The Provost shall notify the appellant, in writing, of the final decision, including reasons, on the appeal.
6. Use of this appeal process is entirely voluntary; faculty members may instead exercise their rights under the collective bargaining agreement.

VI. ALLOCATION OF SABBATICAL LEAVES

1. All applicants who meet the conditions of Sections II (Indemnification), III (Eligibility), and IV (Criteria) should receive their sabbatical leaves pursuant to Article 27.7 of the CBA, other campus program needs and campus budget implications.
2. All requests for a full academic year sabbatical at one-half of full salary shall be granted if the applicant/proposal meets the conditions set forth in Sections II, III, and IV above. These sabbaticals shall only be granted under the condition that they will be taken over a full academic year; potential changes to the conditions under which these leaves were granted will invalidate the award.
3. In any given year, if a sufficient number of faculty are eligible and meet the conditions for a sabbatical leave, then the number of one-semester sabbatical leaves at full pay to be granted shall equal or exceed twelve percent (12%) of the total number of faculty eligible to apply in that year. This number shall be referred to as the "University Target."
4. For the specific purpose of initial awarding sabbatical leaves on this campus, the authority of the President is delegated to the appropriate dean or equivalent Based upon the number of sabbatical-eligible faculty in each college/school as a proportion of the University Target, each unit will be given a "College or School Target" of one-semester sabbatical leaves at full pay. For the purposes of this proportional allocation, the Library and Student Affairs will be treated as separate colleges/schools.
5. Academic year sabbaticals at one-half salary or difference-in-pay leaves will not be included in meeting either the "University Target" or the "College/School Target" numbers.



6. Nothing in this section should be construed as prohibiting a dean from awarding more leaves than the “College or School Target.”
7. The Senate Research Committee shall review all meritorious applications not awarded at the dean level employing the criteria found in Section IV, and rank-order the proposals. This rank-ordered list shall be forwarded to the Provost.
8. The Provost shall, following the rank-ordered list provided by the Senate Research Committee, award a sufficient number of one-semester sabbaticals to meet the University target.

**VII. POST-SABBATICAL OR POST-DIP LEAVE REPORTS**

1. Each faculty member, within ten (10) weeks of the completion of a sabbatical or DIP leave, shall submit to the appropriate dean (or equivalent) a written report of the leave’s activities. The report shall be placed in the faculty member’s Personnel Action File (PAF). The faculty member will also provide a copy of this report to the Provost, via the Office of Faculty Affairs, to be eventually placed in the University Archives.
2. This written report shall include: a) the accomplishments of the leave in relation to the goals of the original proposal; b) modifications, if any, to the original proposal, and the circumstances that necessitated these modifications; c) the objectives of the original proposal (if any) that were not accomplished; and d) anticipated outcomes for the near future as a consequence of the leave’s activities.
3. A copy of the original sabbatical or DIP leave proposal shall be attached to this report.

**REFERENCES:** CBA Articles 23, 24, 27, 28, 35, 36

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**Recommended by Academic Senate**

September 18, 2013

February 26, 2015

**Approved by President**

October 11, 2013

May 5, 2015