

Sabbatical Leaves

(For Informational Use Only)

Leaves of Absence With Pay (Sabbatical Leave)

(Reference: PM 82-37, 11/24/82; see also Articles of the Unit 3 Agreement)

A sabbatical leave shall be for purposes that provide a benefit to the CSU. To be eligible for a leave of absence with pay, an applicant must hold a full-time position and have served therein full-time for six consecutive years in the preceding seven year period. Not more than one such leave may be granted in each seven-year period.

Regulations of the Board of Trustees relating to leaves of absence with pay are set forth in the California Administrative Code, Title 5, Sections 43000 to 43008. Section 43003 stipulates that:

- (a) The president of each campus is responsible for assuring and certifying to the Chancellor that the number of leaves granted in any one quarter, semester, or year, are not so great in any department, division, or school, or at the campus as a whole as to disrupt the continued and regular course offerings, or to affect the quality level of education offered to the students.

Difference in Pay Leaves

A faculty member may also apply for a Difference in Pay Leave for one or more semesters. The salary for a difference in pay leave for a faculty unit employee shall be the difference between the faculty employee's salary and the minimum salary of the instructor rank (a minimum salary of the lowest librarian rank). See Article 28 of the Unit 3 Agreement for further details.

Procedures

The Office of Faculty Affairs and Development will notify faculty each year of the date to submit applications for a leave with pay. Applications are reviewed by the Faculty Leaves and Honors Committee. The recommendation of that committee, including a priority listing for sabbatical leaves, will be presented to the President for final approval.

After six years of full-time qualifying service, a faculty member may choose from the following schedule the leave of absence for which she/he wishes to apply (no combinations are permitted):

One semester leave at full pay.

Two semesters leave at one-half of full pay.

One or two semesters leave at difference-in-pay.

At the conclusion of the leave with pay, a report is to be submitted by the faculty member to her/his RTP file describing accomplishments resulting from the leave.

In order to cancel a leave with pay, once awarded, a faculty member must receive approval to do so from the head of the academic unit and from the Associate Vice President of Faculty Affairs and Development.

Final approval of the leave shall be subject to the filing by the applicant of a suitable bond indemnifying the State against loss in the event the employee fails to render service in The California State University, upon return from leave, at the rate of one term of service for each term of leave. The bond shall be in the amount of the total salary to become due the applicant during the leave. In lieu of the bond, the applicant may submit a written agreement to return to the service of the CSU for at least one term of service for each term of leave, accompanied by a statement of assets indicating ability to indemnify the State in the event of failure to fulfill the agreement. Forms are available from the Office of the Associate Vice President of Faculty Affairs and Development.

Point System

Seniority Points

Maximum points awarded is 40 pts

If faculty member has not taken a leave during the periods below, they are eligible for:

20 points

2016-2017
2015-2016
2014-2015
2013-2014
2012-2013
2011-2012
2010-2011
2009-2010

If faculty member has not taken a leave during the periods below, they are eligible for:

30 points

2008-2009
2007-2008
2006-2007

If faculty member has not taken a leave during the period below, the faculty member is eligible for:

40 points

2005-2006
2004-2005 etc.

Merit Points

Maximum Points awarded is 60 points

The committee can determine the merit of each applicant's proposal based upon the attached criteria.

Applicant:

Proposal:

Questions (10 points each)

Is the proposal well organized, written concisely and understandable?

Are the benefits to the University clearly defined?

Are the goals and objectives of the proposal well-articulated and attainable?

Is the research methodology clearly identified and consistent with discipline-specific norms?

Are the benefits of the sabbatical applicant clearly articulated and attainable?

Will the stated goals of the sabbatical undertaking be realizable in the time frame proposed in the proposal?

Comments:

Score (60 max):