



University Policy Statement

UPS 260.102

SABBATICAL LEAVES

I. ELIGIBILITY AND PURPOSE

Faculty are eligible for a sabbatical after having served full time for six years at the 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. Service credit awarded upon initial appointment to a probationary position shall be counted as equivalent years of service for the purpose of calculating sabbatical eligibility.

A sabbatical leave shall be for the purpose of individual professional development that provides a benefit to the CSU, such as research, scholarly or creative activity, instructional improvement, or faculty retraining.

II. DURATION OF SABBATICAL LEAVES AND SALARY IMPLICATIONS

- A. Faculty members in academic year (AY) appointments (including counselor faculty in AY appointments) may apply for a sabbatical leave of either one semester at full salary or an entire academic year at one-half of full salary.
- B. Librarians, 12-month faculty, and 12-month counselors may apply for a sabbatical leave of either four months at full salary or eight months at one-half of full salary.
- C. Department chairs granted a sabbatical leave shall be moved to the equivalent (AY or 12-month) instructional faculty classification for the duration of the sabbatical leave period and will not receive the chair's stipend during the leave period.

III. DEADLINES AND RESOURCES FOR PREPARING APPLICATIONS

- A. The application and recommendation process shall be conducted in accordance with the following annual deadlines:
 - 1. Annually, by September 15, the office of Faculty Affairs and Records releases a list of faculty eligible to apply for a sabbatical leave during the next application cycle. At the same time, the campus shall be notified of the review calendar for the current cycle.
 - 2. Applications are due to Faculty Affairs and Records by October 15 of the academic year prior to that of the proposed leave. By the same date, the applicant shall submit a copy to the Department.
- B. This document, the application form(s), the appropriate CBA article(s), and the rubric used by the Professional Leaves Committee shall be made available to all

faculty members eligible to apply for a sabbatical leave. A workshop on application procedures shall be held for eligible applicants early in the fall semester of the academic year prior to that of the proposed leave.

IV. APPLICATION MATERIAL TO BE SUBMITTED

- A.** An application for a sabbatical leave shall consist of: (1) a completed Sabbatical Leave Application Form; (2) a narrative proposal, not to exceed five pages; and (3) an updated curriculum vitae (c.v.), limited to two pages.
- 1.** The Application Form must specify the work product(s) expected to result from the sabbatical leave (e.g., development of a degree proposal, publication of a research article or book, composition of a musical score). If any CSU resources are necessary to carry out the proposed project, these must be noted at the time of application.
 - 2.** The application narrative (i.e., the proposal) shall include a description of the plan for research, scholarly or creative activity, instructional improvement, or faculty retraining, as well as an indication of the applicant's readiness to undertake this project (as evidenced by past performance, preliminary research in preparation for the project, etc.). Plans for travel, study, research, and professional development (including retraining) must be detailed in the proposal.
 - 3.** The two-page c.v. submitted as part of the sabbatical application should focus on activities relevant to the sabbatical project. (For example, if the project is to develop further one's pedagogical skills, the c.v. shall reference recent teaching or professional activities related to the proposed project.)
- B.** If an applicant has received a sabbatical leave in prior years while at CSUF, the application narrative shall include a brief (one page or less) summary of the outcomes of the most recent prior sabbatical leave; if the proposed project was not ultimately completed, the applicant should indicate why and should provide the Professional Leaves Committee with a rationale consistent with the likelihood that the proposed project will come to fruition. This appendix to the proposal narrative is not counted against the five-page proposal limit.

V. EVALUATIVE CRITERIA USED BY THE PROFESSIONAL LEAVES COMMITTEE

- A.** The Professional Leaves Committee shall review sabbatical applications and evaluate the quality of proposed projects using criteria in three categories:
- 1.** The substance of the proposed project in the context of the relevant discipline—i.e., the project's significance and scholarly, creative, or instructional content.
 - 2.** The impact of the project on the applicant and CSUF—i.e., the project's likely contribution to the applicant's intellectual, scholarly, creative, or

pedagogical development and the project's potential to improve the applicant's contributions to the department and the university.

3. The likelihood of completion, as evidenced by the applicant's possession of needed skills, expertise and access to required resources, proposed timeline for completion, and applicant's success in completing previous sabbatical projects.
- B.** Applications are evaluated independently each year without regard to prior committee actions.

VI. RECOMMENDATIONS AND DETERMINATIONS

- A.** All applications of sufficient quality to merit a leave shall be recommended by the Professional Leaves Committee for approval. When making its recommendations, the Professional Leaves Committee shall assign each application one of three ratings:
1. Highly recommended
 2. Recommended
 3. Not recommended
- B.** The Department Chair shall provide a statement to the Dean or University Librarian regarding the possible effect on the curriculum and the operation of the department should the faculty member be granted a sabbatical. Once received, the Dean or University Librarian may also comment on the potential effect on the curriculum and departmental operations of any sabbatical.
- C.** A copy of the Professional Leave Committee's evaluation and the impact statement from the Department Chair and Dean or University Librarian shall be sent to the Associate Vice President for Academic Affairs (AVPAA). The AVPAA shall make a recommendation to the President regarding the sabbatical leave. This recommendation shall be based on consideration of the Professional Leaves Committee's recommendation, the Department Chair's and Dean's/University Librarian's impact statement, other campus program needs, and campus budget implications.
- D.** The President shall make the final determination regarding the approval or denial of each sabbatical leave, taking into consideration the recommendation of the Professional Leaves Committee, the impact statement, and the recommendation of the AVPAA.

VII. INFORMATION PROVIDED TO APPLICANTS

- A.** The President shall provide a written notification to each applicant, indicating whether the sabbatical leave is approved or denied, and the rationale therefor. Copies of the response shall be sent to the Department Chair and the Dean or equivalent. At the time that awards are announced to applicants, the chair of the Professional Leaves Committee and the Senate Executive Committee shall receive a report of all sabbaticals awarded and the reasons for denial of all non-funded applications.

- B.** Each faculty member whose sabbatical proposal is not funded shall receive feedback on the quality of the proposal in the form of the overall rating assigned to the application by the Professional Leaves Committee and the range of the overall ratings of funded proposals, as well as the comments normally contributed by the members of the Professional Leaves Committee during the evaluation process.
- C.** Unless otherwise prohibited by law or regulation, Faculty Affairs and Records shall disclose the following information to applicants, if requested by them, no later than June 1 of the academic year in which their applications were filed:
 - 1.** The total number of applications filed during that academic year;
 - 2.** The number of successful applicants by type of leave awarded during that academic year.

VIII. CONDITIONS OF SABBATICAL LEAVES

- A.** A faculty unit employee on a sabbatical leave shall not accept additional and/or outside employment without prior approval of the President. Such requests shall be submitted separately from the leave application, via Faculty Affairs and Records.
- B.** By the end of the semester following completion of a sabbatical, a written report shall be submitted by the faculty member to the President and the Professional Leaves Committee, via Faculty Affairs and Records. The report shall provide verification that the conditions of the leave were met, including evidence that the expected work product (e.g., development of a degree proposal, publication of a research article or book, composition of a musical score) was completed.
- C.** A faculty employee shall render service to the University upon return from a sabbatical at the rate of one term of service for each term of leave.

Source: Faculty Affairs Committee

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