

Cal State Fullerton®



FACULTY AFFAIRS AND RECORDS

Sabbatical Workshop

September 2024

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Policies Governing Application Process

The sabbatical process is governed by the Collective Bargaining Agreement (CBA) Article 27 and UPS 260.102.

UPS 260.102 delineates:

- Eligibility, purpose and notification
- Application deadline (for 2024: October 15, 5PM)
- Required application materials
- Evaluation criteria used by the Professional Leaves Committee (PLC)
- PLC recommendations and final determination
- Information provided to applicants
- Conditions attached to the leave

Sabbatical Purpose and 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 training
- Faculty are eligible after six years of full-time service 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 probationary appointment shall be counted as equivalent years of service for the purpose of calculating eligibility

Sabbatical Duration

Faculty members in academic year (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**

- 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
- Department chairs granted a sabbatical leave shall choose 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

One Year Sabbaticals

- Article 27.10.b of the CBA indicates that **all applications for a one-year sabbatical at half pay shall be granted** if the criteria of Articles 27.5 - 27.8 are satisfied (rating of “Recommended” or “Highly Recommended” from PLC)
- If one is awarded a semester sabbatical, the faculty member may request to change it to a one-year sabbatical (though the reverse is not possible)

Difference in Pay Leave

- If a faculty member is not awarded a sabbatical leave, they may apply for a difference in pay leave within two weeks of the sabbatical decision

Role of the Professional Leaves Committee

- Responsible for reviewing sabbatical leave applications and evaluating the quality of the proposed projects in three categories:
 - a) Significance of the project in the context of the relevant discipline
 - b) Impact of the project on the applicant and CSUF
 - c) The likelihood of completion

Sabbatical Rubric

The three categories are scored and weighted

Significance of the project in the context of the relevant discipline (weighted x2)

Impact of the project on the applicant and CSUF (weighted x1)

Likelihood of completion (weighted x1)

In each of the areas, scoring will be as follows (note that scores can be any value between 1 and 4):

Scoring Key	Score
Highly Meritorious	4
Meritorious	3
Satisfactory	2
Unsatisfactory	1

An average and weighted average will be calculated for each candidate. An overall average from each committee member will determine a candidate's overall score. The standard deviation will also be computed to gauge the consistency of the reviewers' scores.

Professional Leaves Committee Ratings

- After all members of the PLC have rated each application, FAR prepares summary report
- The list of semester applicants and the list of academic year applicants are ranked from high to low according to the weighted average
- The PLC then deliberates and assigns their final recommendations: Highly Recommended, Recommended, and Not Recommended
- The Provost receives the PLC recommendation report and must award semester sabbaticals to at least 12% of the eligible pool
- All one-year (half pay) applicants with PLC ratings of Highly Recommended or Recommended will be funded

Sabbatical Application

- Online application requires title, description (75 words), resources required, indication of financial interest, proposed work product (250 words), and an agreement acknowledging one's commitment
- Application narrative addressing the three categories in PDF format (not exceeding 2500 words in five pages), per the newly revised UPS (July 2024)
- Abbreviated Curriculum Vita in PDF format (not exceeding two pages)

Application Writing Suggestions

- Application writing assistance offered by Dr. Natsuki Atagi, Scholarly Publication Faculty Fellow; contact Writesupport.spff@fullerton.edu
- Consult with colleagues who have been awarded a sabbatical for advice and input
- FAR can provide previously awarded sample applications upon request
- If previous application was not awarded, please refer to the comments offered by the PLC for additional guidance or potential improvements

Important Points to Consider

- A sabbatical leave should provide benefit to the CSU
- A sabbatical leave may be administratively deferred due to impact issues on a department, but the delay can only be for one year
- Awardees can apply to defer a sabbatical leave
- A one-year leave may occur over two academic years (Spring 2026 – Fall 2026)
- Faculty members granted a sabbatical leave shall render one term of additional service for each term of their leave
- Faculty members are required to post a bond or promissory note for an amount equal to their sabbatical leave

Important Points to Consider (cont'd)

- For both sabbatical and DIP leaves, faculty must submit a written report to the FAR Office
 - Due by end of semester following the leave
 - Faculty who do not submit a report are not considered eligible for an upcoming sabbatical or DIP leave
- Faculty who do not receive sabbatical leave funding shall receive the PLC comments on their proposal
- Faculty members who are on sabbatical or difference in pay leaves may not accept additional or outside employment without prior approval of the President
- An FAQ section and DIP information can be found on the [FAR website](#)
- Applications are submitted through the [Online Sabbatical Submission portal](#)

QUESTIONS?

General support

FAR@fullerton.edu / ext. 2125

Application writing support

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