
Sabbatical Leave Application

Submission Instructions

The Sabbatical Leave Application is an online application that meets the UPS 260.102 and Unit 3 CBA Article 27 requirements. Should you have any questions regarding the application process, please contact Faculty Affairs and Records office at FAR@fullerton.edu or 657-278-2125. Should you need technical assistance, please contact the Academic Technology Center at atc@fullerton.edu or 657-278-4050.

All applicants must complete final submission by October 15 at 5:00 PM (or 5:00pm next business day if Oct 15 falls on a weekend) in order to be considered for a sabbatical. The online application will be locked at this time, ensuring all applicants meet the deadline.

STEP BY STEP INSTRUCTIONS

1. Prepare and save your Application Narrative and Curriculum Vitae as .pdf files. All sections of your application should be completed as a professional paper. The committee is highly recommending the use of Times New Roman font, size 12 for all narrative sections.
 - o **Sabbatical Leave Application:** *This formal application includes details regarding your proposal and an acknowledgment of your commitment.*
 - o **Proposal Work Product(s):** *Please provide concise description (250 word maximum) of the work product(s) expected to result from the sabbatical leave (e.g., development of a degree proposal, publication, or a research article or book, composition of a musical score).*
 - o **Application Narrative (not to exceed 2,500 words in 5 pages):** *The application narrative should provide a description of the plan for research, scholarly or creative activity, instructional improvement, or faculty retraining. You should include (1) Substance of project in context to relevant discipline, (2) Impact of project on applicant and CSUF, and (3) Likelihood of completion based on the proposed timeline, possession of needed skills, expertise, and resources, as well as the applicant's past performance. Please write your narrative for a general academic audience as most of the evaluators will not be specialists in your field.*
 - o **Curriculum Vitae (not to exceed 2 pages):** *The curriculum vitae should provide a description of activities relevant to the sabbatical project. (For example, if the project is to develop further one's pedagogical skills, the curriculum vitae shall reference recent teaching or professional activities related to the proposed project.)*
2. Logon to the online Sabbatical Leave Application and your information will be populated in the form, acknowledge the Disclaimer by clicking the check box, and select the Term for which you are applying. You must select a Term prior to proceeding.

Section 1: Application Information

CWID:	Name:
Department:	College:
Term:	
Instr Fac AY (Fall Only) ▼	
Job Code:	
Chair:	Dean:
Proposal Title	
This is where you type in the title of your proposal	

3. Complete all of the fields in the application. Note that if you have a financial interest in the project, you must complete the Statement of Economic Interests form, save it as a .pdf, and upload it.
4. Upload your Application Narrative and Curriculum Vitae individually

File Upload

Only PDF file formats will be accepted for all uploads. Any material exceeding the page limit may be cut and/or not considered by the Professional Leaves Committee. Once all files have been uploaded, you must acknowledge and submit your complete application for full consideration. All sections of your application should be completed as a professional paper. The committee is highly recommending the use of Times New Roman font, size 12 for all narrative sections.

Application Narrative File

Please upload your completed Application Narrative. The PDF is not to exceed five pages with a max of 2500 words.

The application narrative should provide a description of the plan for research, scholarly or creative activity, instructional improvement, or faculty training. The quality of the proposal shall be evaluated according to the: (1) Significance of the project in the context of the relevant discipline, (2) Impact of the project on the applicant and CSUF, and (3) Likelihood of completion based on the proposed timeline, possession of needed skills, expertise, and resources. As you prepare your narrative, please write it for a general academic audience as most of the evaluators will not be specialists in your field.

Choose File | No file chosen

Curriculum Vitae File

Please upload your completed Curriculum Vitae. The PDF is not to exceed two pages.

Choose File | No file chosen

Save/Upload

5. You may Delete and upload a new file at any point prior to final submission.

APPLICATION ATTACHMENT(S)

Application Name	File Type	Date	Action
Collom_2020-2021_Narrative.pdf	Application Narrative	8/6/2019 11:03:44 AM	Delete
Collom_2020-2021_CurriculumVitae.pdf	Curriculum Vitae	8/6/2019 11:03:44 AM	Delete

6. Your application is incomplete at this point. You MUST read and accept (by clicking the boxes) the two acknowledgement statements at the bottom of the page and SUBMIT your complete application prior to the October 15 deadline to be considered.
7. Upon final submission, your application will be locked and may no longer be revised. You will receive a confirmation email. Congratulations!