



## 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. The conditions of previous leaves shall be satisfied before subsequent leaves are awarded. 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.
- D. Academic-year sabbatical leaves spanning two academic years (from Spring through Fall) are permissible.

### 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 notifies and publishes on its website the list of faculty eligible to apply for a sabbatical leave during the next academic year. At the same time, the campus shall be notified of the review calendar for the application cycle. Since faculty apply in the fall prior to the academic year of the leave, eligibility is tentative and full-time service during the academic year of the application will be verified.

2. Applications shall be submitted through the online system by 5pm PST on October 15 (or the next business day at 5pm PST if the 15<sup>th</sup> is on a weekend or holiday) of the academic year prior to that of the proposed leave. Late applications shall not be accepted.
- B. This document, the application requirements, 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. At least one 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 online 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 requires that applicants accept a disclaimer on the process prior to completing their application. The fields of the application form include: proposal title, proposal description (75 word max.), indication of any CSU resources required, indication of financial interest (and submission of a Statement of Economic Interests Form if needed), proposed work product (250 word max.) and agreements to acknowledge one's commitment to meeting the conditions of an awarded leave.
2. The application narrative shall provide a description of the plan and timeline for research, scholarly or creative activity, instructional improvement, or faculty training. The narrative shall include:
  - the significance of the project in the context of the relevant discipline,
  - the impact of the project on the applicant and CSUF, and
  - the likelihood of completion based on the proposed timeline, possession of needed skills, expertise, and resources.

Applicants are strongly encouraged to write their narrative for a general academic audience as most of the evaluators will not be specialists in their field.

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 further develop one's pedagogical skills, the C.V. shall reference recent teaching or professional activities related to the proposed project.)

#### **V. EVALUATIVE CRITERIA USED BY THE PROFESSIONAL LEAVES COMMITTEE**

- A. The Professional Leaves Committee shall review sabbatical applications and evaluate the proposed projects using criteria in the following three categories:

1. The significance of the project in the context of the relevant discipline – i.e., the project’s contribution to the applicant’s research, scholarly and creative activities and the discipline of the proposed project.
  2. The likelihood of completion, as evidenced by the applicant’s possession of needed skills, expertise and access to required resources, proposed timeline for completion.
  3. The potential impact of the project on both the applicant and CSUF – i.e., the project’s contribution to pedagogical or professional development and the project’s potential to improve the applicant’s contributions to the discipline and the department, college, and the university.
- B. Applications are evaluated independently each year without regard to prior committee actions.

## **VI. RECOMMENDATIONS AND DETERMINATIONS**

- A. The ten elected members of the Professional Leaves Committee shall employ the following rating rubric. Each application will be rated by each member on a scale of 1 to 4 on the three criterion (significance of the project, likelihood of completion, and impact of the project): Unsatisfactory (1), Satisfactory (2), Meritorious (3), and Highly Meritorious (4). A final weighted average for each application is computed by weighting the first criterion (significance of the project) two times and averaging the ten members’ scores on all three criteria.
- B. 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
- C. The Department Chair will receive and shall provide a completed Impact 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.
- D. A copy of the Professional Leave Committee’s ranked ratings and the Impact Statements from the Department Chair and Dean or University Librarian shall be sent to the Provost and Vice President for Academic Affairs. The Provost/VPAA 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 Statements, other campus program needs, and campus budget implications. Sabbaticals may be awarded for different terms than which the applicant applied.

- E. In accordance with the Collective Bargaining Agreement, the number of semester sabbatical leaves that are awarded each cycle shall be at least 12% of the number of the faculty eligible to apply. All half-pay, academic year (or equivalent) applications that are rated by the Professional Leaves Committee as Recommended or Highly Recommended shall be funded.

## **VII. INFORMATION PROVIDED TO APPLICANTS**

- A. The Provost/VPAA 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 chairs of the Professional Leaves Committee and the Academic Senate 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. Final approval of a sabbatical leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.
- B. 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.
- C. A faculty unit employee on a sabbatical leave shall not accept additional and/or outside employment without prior approval of the Provost/VPAA. Such requests shall be submitted separately from the leave application, via Faculty Affairs and Records. Requests to teach during any period of the sabbatical leave will only be considered in exceptional circumstances.

- D. Per UPS 210.000 III.K.5. and UPS 210.070 VII.B., a faculty member on sabbatical leave is not eligible to serve on any peer review committees (Department Personnel Committee, Department Peer Review Committee, Post-Tenure Review Committee, nor Faculty Personnel Committee) during the academic year(s) of the leave.
- E. Requests to cancel or change the term of an approved sabbatical leave shall be approved by the Provost/VPAA and submitted to Faculty Affairs and Records. Requests to change the term shall be justified in detail and approved only in exceptional circumstances. Requests to convert an academic year sabbatical to a semester leave and requests to convert a sabbatical leave to a Difference-In-Pay leave shall not be honored.
- F. Any sabbatical leave awarded to a probationary faculty member that will occur during a terminal year assignment shall be rescinded. Any sabbatical leave awarded to a temporary faculty member who is not reappointed shall be rescinded.
- G. By the end of the semester following completion of a sabbatical, a written report shall be submitted by the faculty member to the Provost/VPAA 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.

Source: Faculty Affairs Committee

**EFFECTIVE DATE: May 28, 2020**  
Supersedes: UPS 260.102 dated 10-9-13  
and ASD 13-111