

Type: _____ Years of Credited Service: _____ Term(s): _____ Recommendation: _____ <b>(FOR PROVOST AND VICE PRESIDENT'S OFFICE USE ONLY)</b>
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**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**APPLICATION FOR 2010-11 SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE**

This application is to be completed by the applicant and submitted to the Department Chair, no later than **September 25, 2009**, for transmittal to the appropriate Department Committee. Applicants must have completed a minimum of six (6) full academic years of credited service before a regular sabbatical leave or difference-in-pay leave can be granted. To be eligible for a subsequent sabbatical leave, applicants must have served full time at least six (6) full academic years after any previous leave with pay. Applicants must have completed a minimum of three (3) full academic years of credited service after the last leave with pay to be eligible for a difference-in-pay leave. Applicants should be familiar with Article 27 (Regular Sabbatical Leaves) or Article 28 (Difference-In-Pay Leaves) of the Faculty Collective Bargaining Agreement, and with the CSUN Sabbatical Leave Policy, found in Section 672 of the Administrative Manual.

All sabbatical leave applications, accompanied by the written evaluations from the Department level, shall be forwarded to the College Personnel Committee or College Professional Leave Committee if one has been elected, no later than **October 9, 2009**. All difference-in-pay leave applications shall be forwarded to the College Dean no later than **October 9, 2009**. Applicants should inquire if they have not received a written evaluation from the Department Committee soon after October 16, 2009. The appropriate College Committee shall forward all sabbatical leave applications to the College Dean no later than **November 13, 2009**. The College Dean shall forward all applications and accompanying materials to the Office of Faculty Affairs no later than **November 25, 2009**. The President shall notify all applicants of her decision no later than **January 11, 2010**.

1. Name of applicant: \_\_\_\_\_  

Last
First
Middle Initial
  
2. Department: \_\_\_\_\_ College: \_\_\_\_\_
  
3. Date of Most Recent Leave of Absence with Pay: \_\_\_\_\_  
 (Regular Sabbatical or Difference-In-Pay Leave)      Semester                      Year
  
4. If you transferred to CSUN directly from another CSU campus, and have not been granted a sabbatical leave at CSUN, indicate campus: \_\_\_\_\_; indicate years of full-time service at that CSU campus: \_\_\_\_\_.
  
5.     Yes     No    If you plan to hold any employment (CSUN or other) while on sabbatical. **If yes, submit with your application a separate memorandum to the Provost and Vice President for Academic Affairs that requests approval and provides a written justification of the need for the additional employment.**

## 6. Type of Leave Requested:

**MARK ONE CHOICE ONLY.** Please note the following: Applicants not awarded a sabbatical leave will have an opportunity to transfer their request to a difference-in-pay leave. Since regular one-year sabbatical leaves at half salary are not included in the college allocation of centrally funded sabbatical leaves, they cannot be converted at a later time to one-semester fully-funded, centrally-funded sabbatical leaves. If you have questions about possible conversion of leave requests or postponement of leaves, please contact the Office of Faculty Affairs prior to selecting a choice below.

**Regular Sabbatical Leave**

- \_\_\_\_\_ Fall 2010 semester at full pay  
 \_\_\_\_\_ Spring 2011 semester at full pay  
 \_\_\_\_\_ 2010-11 academic year at half salary\*  
 \_\_\_\_\_ Other - identify which two semesters from the 2010-11 and 2011-12 academic years you request sabbatical leave at half salary\*

**Difference-In-Pay Leave**

- \_\_\_\_\_ Fall 2010 semester at difference-in-pay\*  
 \_\_\_\_\_ Spring 2011 semester at difference-in-pay\*  
 \_\_\_\_\_ 2010-11 academic year at difference-in-pay\*  
 \_\_\_\_\_ Other - identify which two semesters from 2010-11 and 2011-12 academic years you request difference-in-pay leaves\*

*\*As described in Government Code 21008, faculty members on difference-in-pay leaves or reduced pay sabbatical leaves earn prorated retirement service credit. Faculty members on full-time pay sabbatical leaves receive full credit for retirement service.*

**PLEASE NOTE: The entire application packet (pp. 1-7) should be forwarded to each subsequent level of review.**

7. In support of this application, I submit the following proposal: (the proposal, which shall not exceed three pages, should include a statement of the purpose of the sabbatical leave; a detailed outline of the plan of study, research, travel or service to be performed during the period of the leave; a statement of the resulting benefits which will accrue to the University and its students; the CSU resources, if any, necessary to complete the project; and the nature, amount and source of anticipated supplemental support, if any.) (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED)

- 8. I have attached to this application a current resume, not more than one page in length, which cites information relevant to the sabbatical proposal.
- 9. I agree to return to the service of the California State University and render at least one term of service for each term of leave. Pursuant to the requirements of Articles 27.9 or 28.11 of the Faculty Bargaining Agreement, I agree to sign a promissory note (the value of which is at least equal to the amount of salary to be paid during the sabbatical leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure to fulfill this agreement.

Note: Those individuals approved for sabbatical leaves will be asked to sign a promissory note after the President's decisions have been announced.

- 10. I recognize that this leave, if granted, will be pursuant to Article 27 (Sabbatical Leaves) or Article 28 (Difference-In-Pay Leaves) of the Faculty Bargaining Agreement and the CSUN Sabbatical Leave Policy for sabbaticals to be granted during the 2010-11 academic year. I agree to abide by the terms of the Faculty Bargaining Agreement and CSUN policies and procedures referred to therein should this application be approved.

I declare under penalty of perjury that the portions of this application I have completed are true and correct.

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Signature of Applicant

Date

**HOME ADDRESS (please print):**

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Street

City

Zip Code

**DEPARTMENT CHAIR: STATEMENT OF IMPACT ON DEPARTMENT**

- 11. As specified in Section 672.2.4 of the CSUN Sabbatical Leave Policy, “the Department Chair shall provide a statement to the College Dean and College Personnel Committee regarding the possible effect on the curriculum and the operation of the Department should the employee be granted a sabbatical.” Section 672.3.2. specifies a similar provision related to difference-in-pay leaves. The Department Chair should complete the following section:

**Statement about impact on curriculum/operation of Department:**

- The leave, if granted, would not seriously disrupt the course offerings of the Department or adversely affect the quality of education offered the students.

**OR**

- Granting the leave is inadvisable because the leave would create the following potential problems: (explain)

The foregoing statement is submitted by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Department

**FORWARD TO THE APPROPRIATE DEPARTMENT-LEVEL PROFESSIONAL LEAVE REVIEW COMMITTEE, WITH A COPY OF THIS SHEET TO APPLICANT, NO LATER THAN OCTOBER 5, 2009.**

**DEPARTMENT RECOMMENDATION**

12. To assist the College Personnel Committee or the College Professional Leave Committee and the President, for sabbatical leaves, and to assist the President in the case of difference-in-pay leaves, the following evaluation of the proposal is submitted by either the Department Professional Leave Committee, the Department Personnel Committee or the Department Chair. The written Department evaluation should address each of the criteria cited in Section 672.2.7.b of the CSUN Sabbatical Leave Policy (appropriateness, benefits, practicability), plus any specific guidelines that have been established at the Department level, as permitted by Section 672.2.4 of the Sabbatical Leave Policy. (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED)

The following evaluation is submitted by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

- Outstanding  
 Meritorious  
 Not recommended

**FORWARD SABBATICAL LEAVE APPLICATIONS TO APPROPRIATE COLLEGE-LEVEL COMMITTEE, WITH A COPY OF THIS SHEET TO APPLICANT, NO LATER THAN OCTOBER 9, 2009; FORWARD DIFFERENCE-IN-PAY LEAVE APPLICATIONS TO THE APPROPRIATE DEAN, WITH A COPY OF THIS SHEET TO APPLICANT, NO LATER THAN OCTOBER 9, 2009.**

**COLLEGE COMMITTEE RECOMMENDATION**

13. To assist the President, the following evaluation of the sabbatical leave proposal is submitted by either the College Professional Leave Committee or the College Personnel Committee. The College Committee shall provide a written statement of the reason for recommending or not recommending each proposal including a justification for recommending outstanding projects for funding irrespective of service. The written college evaluation should address each of the criteria cited in Section 672.2.7.b of the CSUN Sabbatical Leave Policy (appropriateness, benefits, practicability), plus any specific guidelines that have been established at the Department level, as permitted by Section 672.2.4 of the Sabbatical Leave Policy, and/or guidelines that have been established at the College level, as permitted by Section 672.2.9 of the Sabbatical Leave Policy. (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED)

The following evaluation is submitted by: \_\_\_\_\_  
Signature

Name	Title
<input type="checkbox"/> Outstanding and recommended*	
<input type="checkbox"/> Outstanding, but recommendation inadvisable**	
<input type="checkbox"/> Meritorious and recommended	
<input type="checkbox"/> Meritorious and recommended should funding become available (rank on alternate list _____)***	
<input type="checkbox"/> Meritorious, but recommendation inadvisable*	
<input type="checkbox"/> Not recommended	

**\*Note:** Section 672.2.6. of the Administrative Manual provides, “The College Personnel Committee shall not submit more sabbatical leave applications ranked as outstanding than the total number of sabbatical leaves allocated to that College under Section 672.2.1.”

**\*\*Note:** If the granting of the sabbatical is “inadvisable,” there is reason to believe (based upon the assessment of the Department Chair) that the faculty member’s absence would adversely affect the curricular offerings and/or operations of the Department.

**\*\*\*Note:** This box should be checked if the number of sabbatical leave applications that were judged to be outstanding or meritorious exceeds the number of sabbatical leaves allocated to the College. Ranking of applications judged by the College committee to be meritorious should be in order of accrued service since the last sabbatical leave or years of credit towards sabbatical leave if no previous leave has been taken. This rank should be indicated in the space provided. Applications judged by the College committee to be outstanding should not be ranked.

**FORWARD TO APPROPRIATE COLLEGE DEAN, WITH A COPY OF THIS SHEET AND THE WRITTEN EVALUATION TO APPLICANT, NO LATER THAN NOVEMBER 13, 2009.**

**COLLEGE DEAN: STATEMENT OF IMPACT ON DEPARTMENT AND COLLEGE**

14. I have reviewed the application for a sabbatical leave or difference-in-pay leave and offer the following recommendation:

The leave, if granted, would not seriously disrupt the course offerings of the Department or adversely affect the quality of education offered the students.

**OR**

Granting the leave is inadvisable because the leave would create the following potential problems: (explain)

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Signature of College Dean

Date

**FORWARD TO THE OFFICE OF FACULTY AFFAIRS, UNIVERSITY HALL 225, NO LATER THAN NOVEMBER 25, 2009.**

PJ:rm

n:sabb:1011:sabbaplform1011

7/15/2009