


**Memorandum**

Office of Faculty Affairs

**Date:** August 9, 2016

**To:** Department Chairs

**From:** Daisy Lemus   
Interim Associate Vice President, Faculty Affairs

**Subject:** Application for Sabbatical Leaves During the 2017-18 Academic Year

Please forward this memorandum and the enclosed copy of the application for 2017-18 sabbatical leaves or difference-in-pay leaves to full-time faculty in your department. Applicants may either duplicate this form or download it from the Faculty Affairs website at:

[www.csun.edu/facultyaffairs/](http://www.csun.edu/facultyaffairs/)

Please note that the application proposal "shall not exceed three pages" and that the application must be accompanied by "a current curriculum vitae not to exceed one page citing information relevant to the sabbatical proposal" (Section 672.2.2 of the *Administrative Manual*). Letters of support or recommendations from colleagues will be included in the three-page limitation.

Campus policy regarding sabbatical leaves is found in Section 672 of the *Administrative Manual*. Please note that difference-in-pay leave applications go directly from the Department Personnel Committee to the Dean to the Office of Faculty Affairs, **with no review by the College Personnel Committee**. Difference-in-pay leaves and one-year sabbaticals at half salary are not part of the forty-two (42) centrally funded sabbatical allocation.

The deadline for submission of applications to the Department Chair (or equivalent for those departments/programs where there is no Chair) is Friday, September 30, 2016. Please note that the Academic Year Calendar of Personnel Procedures has been revised to provide a seven-day period for applicants to submit a response to written evaluations at the Department and College levels.

Please email me or call me at extension 2962 if you have questions on these matters. For information about whether specific faculty members in your department are eligible for sabbatical or difference-in-pay leaves, please contact Michelle Kilmnick at extension 2962.

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cc: Provost Li  
College Deans