

2022-23 Sabbatical Application FAQ

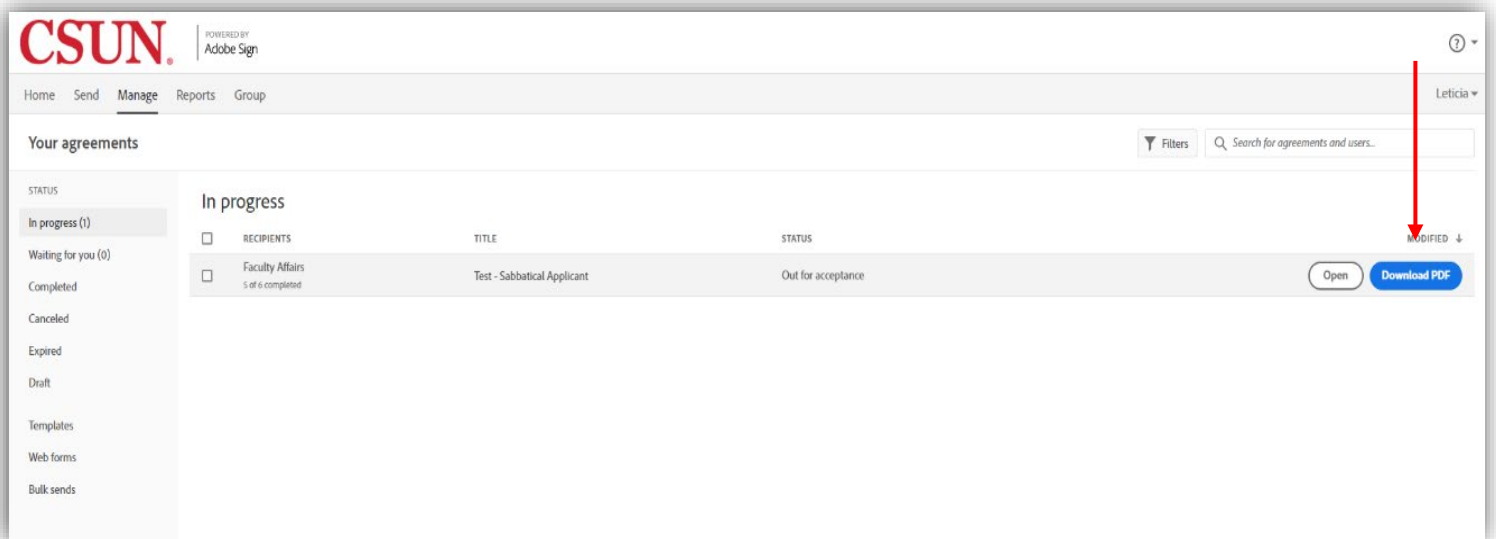
1. Where can I access the sabbatical application?
 - The sabbatical application for the 2021-22AY can be found online [here](#).
2. Can I submit a hard copy of my sabbatical application?
 - We will not be accepting hard copies this year. The application must be submitted through AdobeSign.
3. Can sabbatical applicants make changes to their applications once they submit it through AdobeSign?
 - No, they should be sure to circulate the draft application among colleagues to get whatever feedback they need before they submit it to AdobeSign. Once submitted, no changes can be made to the application content.
4. Can applicants change the original semester or type of leave chosen?
 - While this change cannot be made through AdobeSign after the application has been submitted, Deans may contact Faculty Affairs and request a change via email to faculty.affairs@csun.edu.
5. As CPC/DPC Chair, how do my committee members receive the sabbatical applications to review?
 - Once the application reaches the CPC/DPC level, there is an option to download the application with all attachments included. When the application is open, chairs will need to download each application and circulate it to committee members. (See screenshots on page 2).
6. Will reminders be sent to those pending signatures?
 - AdobeSign will send out a weekly reminder to those who are required to sign the document. Faculty Affairs will also be following up with the reviewers to ensure timely processing.
7. How will committee chairs be apprised of the number of sabbatical leaves available?
 - The CDC chairs should work closely with the Dean's Assistants to ensure they make decisions within the college limits.
8. How will AdobeSign know who to route the application to?
 - Applicants will enter the name and email address of the reviewers:
 - Department Chairs
 - Department Personnel Committee Chair
 - College Personnel Committee Chair
 - Dean

9. What if the DPC/CPC chair is not selected by the sabbatical application deadline?
- If the DPC/CPC chair has not been selected, please include the name of a member of the committee. Faculty Affairs will reroute the application once chairs have been assigned.


How to download Sabbatical Application via Adobe Sign

Option 1.

When you are in the “in progress” tab, you may hover over the application and a blue “Download PDF” option will appear. (See red arrow below)



Option 2.

If you have opened the application, there is a “Download PDF” option on the right-hand side. There is also this download symbol  at the bottom of the screen. (See red arrows below.)



Type: _____	Years of Credited Service: _____
Term(s): _____	Recommendation: _____
(FOR PROVOST AND VICE PRESIDENT'S OFFICE USE ONLY)	

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE APPLICATION FOR 2022-23 SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE

This application is to be completed by the applicant and submitted to the Department Chair (or equivalent), no later than **Friday, September 24, 2021**, 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*.

Applicants shall submit their application to the Department Chair no later than **Friday, September 24, 2021**, for transmittal to the appropriate Department Committee. The College Dean shall forward all applications and accompanying materials to the Office of Faculty Affairs via Adobe Sign no later than **Tuesday, November 23, 2021**. The President (or designee) shall notify all applicants by email of the decision on granting the professional leave no later than **Friday, January 7, 2022**.

If granted a sabbatical or Difference in Pay Leave (DIP), deferrals may be considered at the discretion of the provost. Sabbatical/DIP deferrals require an application to be submitted by the deferral deadline for leaves including a justification for the deferral request along with chair and dean recommendations for approval or denial. If a deferral request is denied, the faculty member may either take the original sabbatical/DIP as approved or, if needed, submit a revised plan for the same semester(s) for review and approval by the chair, dean, and provost. They may also withdraw from their sabbatical or DIP and resubmit a new application for a subsequent academic year, to be processed as a new application. Due to logistics and financial considerations, the granting of deferrals for previously deferred sabbaticals is unlikely and will be determined on a case-by-case basis.

Adobe Sign Test Document
Not for commercial use

Test - Sabbatical Applicant
Created Jul 30, 2021 2:55 PM
From: Academic Affairs (AdobeSignDemo.AA@csun.edu)
Status: Out for acceptance
Shared with: Diane Guido (diane.guido@csun.edu)

Actions

- Download PDF
- Download Audit Report
- Hide Agreement
- Share (1)
- Add Notes
- File Attachments (4)

Recipients (5 Completed)

- Mickey Mouse (E-signature verified on Jul 30, 2021)
- Chair (Approved on Jul 30, 2021)
- Leticia Vargas (Approved on Jul 30, 2021)
- Leticia Vargas (Approved on Jul 30, 2021)
- Leticia Vargas (Approved on Jul 30, 2021)
- Faculty Affairs (Acceptor viewed on Sep 17, 2021)