

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
APPLICATION FOR 2024-25 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 22, 2023**, 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 **Friday, October 13, 2023**. All difference-in-pay leave applications shall be forwarded to the College Dean no later than **Friday, October 13, 2023**. Applicants should inquire if they have not received a written evaluation from the Department Committee on or before **Friday, October 6, 2023**. The appropriate College Committee shall forward all sabbatical leave applications to the College Dean no later than **Wednesday, November 15, 2023**. The College Dean shall forward all applications and accompanying materials to the Office of Faculty Affairs no later than **Tuesday, November 21, 2023**. The President (or designee) shall notify all applicants of the decision on granting the professional leave no later than **Friday, January 5, 2024**.

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.

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
If you have had a paid leave, submit with your application a copy of your most recent sabbatical leave report.
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 Do 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:

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.

MARK ONE CHOICE ONLY.

Regular Sabbatical Leave

- ☐ Fall 2024 semester at full pay (centrally funded)
- ☐ Spring 2025 semester at full pay (centrally funded)
- ☐ 2024-25 academic year at half salary* (not centrally funded)
- ☐ Other – (e.g., Spring 2025 and Fall 2025 at half salary, not centrally funded)*

Difference-In-Pay Leave (all not centrally funded)

- ☐ Fall 2024 semester at difference-in-pay*
- ☐ Spring 2025 semester at difference-in-pay*
- ☐ 2024-25 academic year at difference-in-pay*
- ☐ Other - - (e.g., Spring 2025 and Fall 2025 at half salary, not centrally funded)*

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

7. In support of this application, I will upload to Interfolio a proposal, which shall **not exceed three pages**. It 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. Letters of support or recommendation from colleagues will be included as part of the three-page limit on the length of the proposal. Letters of support or recommendation that result in a proposal of more than three pages will not be considered.
8. I will upload to Interfolio a current curriculum vitae, not more than one page in length, which cites information relevant to the sabbatical proposal. A CV more than one page in length will not be considered.
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 Collective Bargaining Agreement and the CSUN Sabbatical Leave Policy for sabbaticals to be granted during the 2024-25 academic year. I agree to abide by the terms of the Faculty Collective 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.

Signature of Applicant

Date

HOME ADDRESS (please print):

Street

City

Zip Code

CSUN Email Address