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|---|----------------------------------|
| 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 should receive a written evaluation from the Department Committee by email on or before **Friday, October 8, 2021**. All sabbatical leave applications, accompanied by the written evaluations from the Department level, shall be forwarded via Adobe Sign to the College Personnel Committee or College Professional Leave Committee if one has been elected, no later than **Friday, October 15, 2021**. All difference-in-pay leave applications shall be forwarded to the College Dean no later than **Friday, October 15, 2021**. The appropriate College Committee shall forward all sabbatical leave applications to the College Dean via Adobe Sign no later than **Wednesday, November 17, 2021**. 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.

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: _____.

