

**Section 672 of the Administrative Manual:
Sabbatical and Difference-in-Pay Leaves**
(Approved May 21, 2009)

672.2. Sabbatical Procedures

672.2.6 The College Personnel Committee shall review all sabbatical applications. It should be the policy of the College Personnel Committee to recommend every applicant who is legally entitled to a leave and to rank these applicants by taking into consideration the evaluative criteria as specified in 672.2.7.b The probationary and tenured faculty members of the College may choose to elect a Professional Leave Committee to act in lieu of the College Personnel Committee for purposes of evaluating the sabbatical applications.

As a result of this review, the College Personnel Committee will place a proposal into one of four possible groups:

- a. Those that are judged by the College Personnel Committee to be outstanding;
- b. Those that are judged by the College Personnel Committee to be meritorious;
- c. Those that are judged by the College Personnel Committee to be outstanding or to be meritorious, but because of severe curriculum hardship created in the Departments – as indicated by the Department Chair's statement – granting of leave is inadvisable;
- d. Those that the College Personnel Committee judges cannot be recommended for funding at this time.

Of the four categories, it is the intention of this policy that the first category, those projects judged to be outstanding, be reserved for those proposals which, by virtue of some feature or features of extraordinary value or promise, warrant that the proposal be approved for funding regardless of equity, defined as accrued service since the establishment of initial eligibility for sabbatical leave. It is anticipated that, in any given year, not all proposals recommended for funding by the College Personnel Committee will be in the outstanding category.

The College Personnel Committee shall recommend to the President that all proposals for projects placed in the second category, those judged to be meritorious, be ranked in order of accrued service since their last sabbatical (no other ranking shall be produced, except that ties of length since last sabbatical shall be broken by length of full-time service at CSUN; if a tie still exists, the applicant to be recommended shall be determined by lot and forwarded to the President with a recommendation that sabbaticals be awarded in order of ranking until available funds are exhausted). All proposals placed

in the third category shall be forwarded to the President with the indication that they are outstanding or meritorious but because of hardship to the University granting of leave is inadvisable. All proposals placed in the fourth category shall be forwarded to the President without a recommendation for funding.

The College Personnel Committee shall provide the President with a written statement of the reasons for recommending or not recommending funding of each proposal, including a justification for recommending outstanding projects for funding irrespective of accrued service. A copy of the recommendation shall be provided to the applicant. In conveying its recommendations to the President, the College Personnel Committee shall include the Departmental statements and responses by applicants to the recommendations. 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.