

## **Sabbatical and Difference-In-Pay Leaves.**

It shall be the policy of the University to encourage tenured members of the faculty to take paid leaves of absence. The proposed leave shall contribute to the advancement of the applicant's discipline, teaching, library service, or expertise in other areas.

### 672.1 Eligibility.

Full-time faculty members shall be eligible for a sabbatical leave or a difference-in-pay leave if they have served full-time at California State University, Northridge for six (6) full academic years in the seven (7) year period preceding the leave. To be eligible for a subsequent sabbatical leave, full time faculty members must have served full time at least six (6) full academic years after any previous leave with pay. A faculty unit employee will be eligible for a subsequent difference-in-pay leave after he/she has served full time for three full academic years after the last leave with pay. Credit granted in the CSUN appointment letter for service elsewhere towards the completion of the probationary period shall also apply towards fulfilling the eligibility requirements for a leave with pay.

### 672.2 Sabbatical Procedures.

1. The University shall annually set aside funds sufficient to provide at least the number of sabbatical leaves (42) that were granted during the 1992-93 year. These sabbatical leave funds shall be allocated to the Colleges proportionate to the number of faculty eligible for sabbatical leave.
2. Eligible faculty members shall submit applications for sabbatical leave to their Department Chair or equivalent no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. The request for sabbatical leave shall be submitted on the appropriate form, which is available in all Department offices and on the Faculty Affairs website. The application, which shall not exceed three pages, plus a current curriculum vitae not to exceed one page citing information relative to the sabbatical proposal, shall include a statement of the purposes of the sabbatical leave, a description of the proposed project and the CSU resources, if any, necessary to complete the project, and a statement of the time requested, which shall not exceed one year.
3. A sabbatical leave may be requested for one of the following:
  - a. One (1) semester at full salary, or
  - b. Two (2) semesters at one-half (1/2) of full salary.

A sabbatical leave of two semesters may be granted within a two consecutive academic year period (for example, Spring semester of one academic year and the following Fall semester), subject to the

recommendations of the College Dean and the College Personnel Committee and the approval of the President.

4. The Department Personnel Committee shall review all sabbatical applications and provide a written evaluation of each proposal. The written evaluation shall relate specifically to each of the criteria cited in Section 672.2.7.b. Departments may establish specific guidelines for evaluating sabbatical leave proposals; any such guidelines shall be forwarded to the College Personnel Committee and the Personnel Planning and Review Committee for approval. The Department Chair shall provide a statement to the College Dean and College Personnel Committee regarding the possible effect on the curriculum and the operation of the Department should the employee be granted a sabbatical. The probationary and tenured members of the Department may choose to elect a Professional Leave Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the sabbatical applications. All sabbatical applications, accompanied by the written evaluations from the Department level, shall be forwarded to the College Personnel Committee no later than the deadline date set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. Copies of the specific evaluation shall be provided to the applicant.
5. Each applicant has the right to include a written response to the written evaluations at the Department level; any such responses must be submitted to the College Personnel Committee no later than the deadline date set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. Copies of the specific evaluation shall be provided to the applicant.
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.

## 7. Evaluation of Applications.

a. Dimensions of Evaluation.

The Committee shall assess the appropriateness of the substance of each proposal, the benefits which would ensue from its being undertaken, and its practicability.

b. Criteria.

- (1) Appropriateness. Appropriate paid leave activities may include the following; this list implies no ranking of relative worth among the categories. Each proposal shall be evaluated on the basis of standards relevant to its character.
  - (a) A course of study leading to increased mastery of the applicant's own field, or the development of an additional area of specialization within the applicant's field, or the development of a new field of specialization.
  - (b) A plan for professionally beneficial travel, which will enable the applicant further to develop knowledge, skill, or expertise in a discipline or area of specialization within a discipline.
  - (c) Professional development of a scope or nature not possible through normal workload assignment.
  - (d) Pursuit of a scholarly, research, or creative project of a scope or nature not permitted through normal workload assignment.
  - (e) Study or experience designed to improve teaching effectiveness.
  - (f) Study or experience designed to improve professional practice.
- (2) Benefits. Paid leave projects shall demonstrate clear promise of producing results beneficial to students, to the development of the profession or a discipline within the profession, to the University, and/or to the faculty member as a teacher, scholar, or professional practitioner.
- (3) Practicability. The proposed project shall be clearly defined and articulated, and shall conform to the requirements of Article 27.3 of the Faculty Collective Bargaining Agreement, and shall state objectives that are realistically attainable.

8. The College Personnel Committee shall forward its recommendations to the College Dean no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual.
9. Colleges may establish specific guidelines for evaluating sabbatical leave proposals; any such guidelines shall be forwarded for approval to the Personnel Planning and Review Committee. All sabbatical applications, accompanied by written evaluations from the Department and College levels, shall be forwarded to the College Dean no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. At the same time, the College Personnel Committee shall inform all applicants for sabbatical leaves whether they are being recommended for a sabbatical leave.
10. Each applicant has the right to include a written response to the written evaluations at the College level; any such responses must be submitted to the College Dean no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual.
11. Faculty members applying for paid leaves may not participate in the review of paid leave applications, nor shall faculty members serve on more than one level of review.
12. The College Dean shall ensure that the number of leaves shall not be so great in any Department or equivalent unit as to disrupt the course offerings. If the College Personnel Committee recommends one or more meritorious proposals which cannot be funded by the allocation available to the College, the Dean shall determine, in consultation with the affected Departments, whether Departmental FTES targets and programmatic requirements can be met if one or more of these meritorious proposals is granted. If the Dean decides that one or more such meritorious proposals can be granted, such proposal or proposals shall be added to those recommended to the President by the College Personnel Committee. The College Dean shall forward the sabbatical applications and all recommendations to the President no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual.
13. The Personnel Planning and Review Committee shall review for approval all specific guidelines for evaluating sabbatical leave proposals that have been received from Departments or Colleges.
14. Meritorious applicants for a sabbatical who are not funded may, if they wish, be granted a difference-in-pay leave.
15. The President shall notify all applicants for sabbatical leaves of the

decisions on their proposals no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. The notification from the President shall include the reasons for approval or denial of the request for sabbatical leave.

16. Final approval of a sabbatical leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets (not including PERS holding) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.
17. An approved sabbatical leave shall not be implemented unless adequate funds for such a sabbatical leave have been budgeted.

#### 672.3 Difference-in-Pay Procedures.

1. Eligible faculty members shall submit applications for difference-in-pay leaves to their Department Chair no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. The request for a difference-in-pay leave shall be submitted on the appropriate form, which is available in all Department offices and on the Faculty Affairs website. The application, which shall not exceed three pages, plus a current curriculum vitae not to exceed one page citing information relative to the proposal, shall include a statement of the purposes of the leave, a description of the proposed project, and the CSU resources, if any, necessary to complete the project, and a statement of the time requested, which shall not exceed one year.
2. The Department Personnel Committee shall review all difference-in-pay applications and provide a written evaluation of each proposal. The written evaluation shall relate specifically to each of the criteria cited in Section 672.2.7.b. It is expected that meritorious proposals will be recommended for funding. The Department Chair shall provide a statement to the College Dean regarding the possible effect on the curriculum and the operation of the Department should the employee be granted a difference-in-pay leave. The probationary and tenured members of the Department may choose to elect a Professional Leave Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the difference-in-pay leave application. All difference-in-pay leave applications, accompanied by the written evaluations from the Department level, shall be forwarded to the College Dean no later than the

deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. Copies of the specific evaluation shall be provided to the applicant.

3. Each applicant has the right to include a written response to the written evaluations at the Department level; any such responses must be submitted to the College Dean no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual.
4. Faculty members applying for paid leaves may not participate in the review of applications for paid leaves.
5. The College Dean shall ensure that the number of leaves shall not be so great in any Department or equivalent unit as to disrupt the course offerings. The College Dean shall forward the difference-in-pay leave applications and all recommendations to the President no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual.
6. The President shall notify all applicants for difference-in-pay leaves of the decisions on their proposals no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. The notification from the President shall include the reasons for approval or denial of the request for leave.
7. Final approval of a difference-in-pay leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets (not including PERS holding) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the difference-in-pay leave. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.
8. When a faculty member is afforded an unexpected opportunity, such as external funding, a scholarship, or fellowship, the regular calendar will be set aside and a rapid and expedited review will be provided.

#### 672.4 Leave Report.

Faculty members granted leaves with pay shall, within 90 days after return to service, submit a written report of their leave activities to the Department Chair and the Dean of the College for inclusion in their Personnel Action Files.

#### 672.5 Post Leave Term.

Each leave with pay must be followed by a term of service to the University for each term of leave.

#### 672.6 Benefits.

Faculty members on leave with pay shall continue to exercise all faculty prerogatives and shall continue to receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if they were not on leave with pay. Faculty members on leave with pay shall be entitled to accrue sick leave, vacation, and service credit toward service salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.

#### 672.7 Employment While on Leave With Pay.

Normally, faculty members on leave with pay shall not accept employment elsewhere, although they may accept a Fulbright or similar grant or accept payment of travel expenses connected with a leave program.

1. Faculty on leave with pay are not precluded from accepting any employment, but such employment should not interfere with completion of leave activities.
2. There may be rare instances where employment would actually contribute to the goal of the individual's leave. However, the burden of proof should be on the individual in any such exceptional circumstances to demonstrate the worth of such employment.
3. The President of the University is responsible for ensuring that any employment will not interfere with completion of leave activities. A faculty member on leave with pay shall not accept additional and/or outside employment without prior approval of the President.