



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

## OFFICE OF FACULTY AFFAIRS

October 20, 2017

**TO:** College Deans, Library Dean, Vice President for Student Affairs, Associate Deans, and Department Chairs

**FROM:** Mark Wiley   
Associate Vice President for Faculty Affairs

**RE:** 2018-2019 Sabbatical/Difference-In-Pay Leave Eligibility and Application Instructions

The purpose of this memorandum is to assist you in conducting the application/evaluation process for 2018-2019 Sabbatical/Difference-In-Pay Leaves.

### **Policies**

The process of recommending and awarding Sabbatical Leaves and Difference-In-Pay Leaves is governed by Articles 27 and 28 of the Collective Bargaining Agreement (CBA), respectively, and by the University's policy on such leaves (Policy Statement (PS) 97-10). Copies of each are available on the Faculty Affairs website.

### **Number of Sabbatical Leaves to be Granted**

Consistent with Article 27.10(b) of the Collective Bargaining Agreement, a minimum of fifty-three (53) one-semester Sabbatical Leaves will be granted for 2018-2019. A list of the minimum number of sabbaticals to be granted by each college for 2018-2019 is attached.

### **Timelines**

**Sabbatical Leave** - Eligible faculty/librarians/counselors must submit the Sabbatical Leave application to their college office by **November 20, 2017**. The College/Library/Division Professional Leave Committee must submit its recommendations to the Dean by **December 11, 2017**. The Dean must submit all recommendations to the AVP of Faculty Affairs by **December 18, 2017**. The Provost will announce final decisions no later than **March 1, 2018**.

**Difference-In-Pay Leave** - Eligible applicants must submit the Difference-In-Pay Leave application to their college office by **February 19, 2018**. The Department/Library/Division Professional Leave Committee must submit its recommendations to the Dean by **March 12, 2018**. The Dean must submit all recommendations to the AVP for Faculty Affairs by **March 19, 2018**. The Provost will announce final decisions no later than **April 2, 2018**.

### **Eligibility**

Enclosed is a list of those faculty/librarians/counselors in your unit who are eligible for Sabbatical Leave during the 2018-2019 academic year. Please check carefully the eligibility list and notify Natalie Bersig in Faculty Affairs at 5-8114 as soon as possible if revisions are needed.

**To be eligible for a Sabbatical Leave**, an applicant must be a full-time faculty member, librarian or counselor who has served full-time on this campus for at least six (6) years in the preceding seven (7) year period prior to the leave, and for at least six (6) years after any previous Sabbatical Leave or Difference-In-Pay Leave. In accord with the CBA, service credit granted toward the completion of the probationary period shall also apply towards fulfilling the eligibility requirements for Sabbatical Leave, as well as professional leave without pay from this campus (to a maximum of one year).

**To be eligible for a Difference-In-Pay Leave**, an applicant must be a full-time faculty member or librarian who has served full-time on this campus for at least six (6) years in the preceding seven (7) year period prior to the leave or for *three years* since the last Sabbatical Leave or Difference-In-Pay Leave.

**For non-tenured faculty**, the CBA provides that non-tenured full-time faculty members (including full-time lecturers) may be eligible for Sabbatical and/or Difference-In-Pay Leave. However, before such a leave may be awarded there must be a prior commitment by Academic Affairs that the employee will be offered subsequent appointment to the University of sufficient duration to fulfill the Sabbatical or Difference-In-Pay Leave return service obligation. Sabbatical/Difference-In-Pay Leave applications submitted by non-tenured faculty members should be considered on the basis of merit alone by the College/Library/Division Professional Leave Committee.

### **Application Process**

The Sabbatical Leave application form is to be completed by all eligible faculty/librarians/counselors who wish to be considered for Sabbatical Leave during the 2018-2019 academic year. The application form is available on Faculty Affairs website.

**<http://www.csulb.edu/aa/personnel/leaves>**

### **Review Process**

The basic requirement for either a Sabbatical and/or Difference-In-Pay Leave is that it be “for the purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement, or faculty retraining.” For Sabbatical Leaves, College/Library/Division Professional Leave Committees are to review each proposal and make a recommendation for or against granting the leave on the basis of the quality of the proposed project. Reviewers shall consider value of completion of the proposal, likelihood of proposal completion, and necessity of a leave for completion. The Academic Senate Sabbatical Leave policy contains more details on the criteria upon which that determination shall be made. In forwarding recommendations to the Provost, the Dean shall consider the committee recommendations, along with program needs and budgetary implications. The College/Library/Division Professional Leave Committees and Deans must provide justification for any negative recommendations that are forwarded.

Please note that Article 28 of the CBA requires Difference-In-Pay Leave applications to be reviewed by a departmental (as opposed to college-level) committee of tenured faculty members. It will be necessary for departments to elect committees to provide recommendations on such applications.

### **Attachments:**

1. Eligibility List
  2. Minimum One-Semester Leaves
- c: Provost and Senior Vice President Jersky  
College Professional Leave Committees  
Administrative Services Managers (with attachments)

The review process for Sabbatical Leaves includes the following steps:

**Department Chair**

Indicate on *each* application the *maximum number* of faculty/librarians/counselors who may be on leave without replacement at any time *without* impairing the operation of the department and the offering of its curriculum. This estimate may be considered by the Dean and the Provost in deciding whether to grant a recommended leave.

For *each* leave requested, indicate and explain whether or not the leave will adversely affect the operation of the department (as stated on the application form), if granted for 2018-2019.

**College/Library/Division Professional Leave Committee**

Evaluate each proposal with respect to the Academic Senate policy as well as any College/Library/Division criteria.

Recommend for or against the granting of each leave requested. (Do not recommend the granting of a type of leave that has not been requested.) *State the reason for any negative recommendation, relative to criteria in University policy.*

**Dean or Director**

Consider the statement of the department chair, recommendation of Professional Leave Committee, program needs and budgetary implications.

Recommend whether the leave be granted or denied. *Explain on the signature page each negative recommendation, relative to Professional Leave Committee's recommendations and University criteria, and/or program/budget implications, as appropriate.*

Forward recommendations, summary recommendation sheet and the completed signed applications to AVP Wiley, Office of Faculty Affairs, BH-303. The summary recommendation sheet is available on Faculty Affairs website.

<http://web.csulb.edu/divisions/aa/personnel/forms/>