Date: February 27, 2018

To: Veena Prabhu
Chair, Academic Senate

From: Sharon H. Ulanoff, Chair
Faculty Policy Committee

Copies: M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio

Subject: Proposed Editorial Changes for Chapter VI of the Faculty Handbook
FPC 17-12: Sabbatical and Difference in Pay Leaves

At its meeting on February 12, 2018, Faculty Policy Committee approved the following editorial changes related to semester conversion as part of its consent agenda.

**FPC 17-12: Sabbatical and Difference in Pay Leaves**

Lines 12-13: This language replaces quarter with semester and clarifies that a two semester sabbatical receives half salary (two semesters = three quarters).

Line 14: This language replaces quarters with semesters.
Sabbatical and Difference in Pay Leaves

(Senate: 4/11/78, 11/1/78, 5/23/79, 7/7/81, 8/7/84, 11/14/84[EA], 11/27/84, 3/12/85, 11/14/89, 11/16/99, 4/12/05; President: 4/26/78, 12/7/78, 7/26/79, 8/12/81, 12/19/84, 2/1/85, 3/20/85, 12/4/89, 12/28/99, 6/17/05; Editorial Amendment: 9/00, 8/01, 9/03, 11/07)

The eligibility for, requirements of, benefits and additional or outside employment during a sabbatical or difference in pay leave are provided in Articles 27 and 28, respectively, of the Collective Bargaining Agreement between the California State University (CSU) and the California Faculty Association (CFA).

Policies and Procedures for Sabbatical Leaves

Sabbatical Leaves shall be awarded for purposes that provide a benefit for the CSU. Examples of such purposes include scholarly research, creative work in the arts and related areas, the improvement of teaching skills, and other professional activities.

A sabbatical leave may be granted to eligible employees for one quarter SEMESTER at full salary, two quarters SEMESTERS at ¾ salary or three quarters at ½ salary.

A sabbatical of two SEMESTERS or three quarters may be implemented within two consecutive years, subject to additional review by the college sabbatical leave committee, the college dean, and approval of the President or designee.

1. Eligibility for Sabbatical Leave

A full-time employee shall be eligible for a sabbatical leave if she or he has served full-time for six years at that campus in the preceding seven year period prior to the leave and at least six years after any pervious sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.

By the end of spring term each year, the academic personnel office will disseminate timelines for the following academic year’s sabbatical proposal submission, review, and notification. A list of faculty eligible for sabbatical leave will be published by the sixth week of the term prior to the deadline for applications.

2. Sabbatical Leave Applications

An application for a sabbatical leave consists of the application for sabbatical leave cover sheet, a statement of purpose for the sabbatical; a description of the proposed project and the CSULA resources, if any, necessary to carry it out; a statement of the time requested, which shall not exceed one academic year; and a vitae covering the applicant’s background and experience.

The applicant must submit the complete application to her or his department/division/school office. Only complete applications will be considered.

An application is reviewed on the basis of its quality, on its impact on department/division/school curriculum and operations, and on programmatic and budget implications. The department/division chair or school director shall provide a statement to the college sabbatical leave committee and the
The threshold question that each application should answer is whether it provides a benefit for the CSU. The relative quality of the written application, coupled with the background and experience of the applicant, should support the likelihood of the applicant completing or making significant progress towards the application goals given the sabbatical length, the location(s), and the resources needed.

3. Criteria for Review of Sabbatical Applications

The quality of the proposal shall be the primary criterion. In choosing among proposals otherwise judged to be equal in merit, time accrued towards a sabbatical leave may also be considered by the committee.

All levels of review shall provide a recommendation for every applicant who is entitled to a sabbatical leave and rank these applicants by taking into consideration the following evaluative criteria:

Appropriateness. Sabbatical leave proposals may include, but are not limited to, the following appropriate activities (listed in no particular order):

- 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.
- A plan for professionally beneficial travel that will enable the applicant to further develop knowledge, skill, or expertise in a discipline/field or area of specialization within a discipline/field.
- Professional development of a scope or nature not possible through a normal workload assignment.
- Pursuit of a scholarly, research, or creative project of a scope or nature not permitted through a normal workload assignment.
- Study or experience designed to improve teaching effectiveness.
- Study or experience designed to improve professional practice.

Benefits. Sabbatical leave activities shall be focused on producing results beneficial to students; to the development of the profession or a discipline within the profession; to the University; to the CSU; and/or to the faculty member as a teacher, scholar, or professional practitioner.

Practicability. The proposed sabbatical leave activities shall be clearly defined and articulated and the proposal shall state objectives that are realistically attainable.

4. Guidelines for Evaluating Sabbatical Applications

Reviews shall place each sabbatical application into one of two possible funding.

a. Those that meet the criteria and are recommended for funding. Recommended applications shall be rank ordered based on the criteria listed above and needs of the department/division/school.

b. Those that do not meet the criteria and are rated as not recommended for funding.

5. Allocation of Sabbatical Leaves
Each college will be given a target budget for sabbatical leaves based upon the number of sabbatical-eligible faculty in the college as a proportion of the total amount of funding that the University is able to provide for this purpose. Colleges will award as many sabbatical leaves as possible within this budget, unless there is an insufficient number of acceptable leave proposals. Insufficient budget of lack of resources for leave replacement purposes may be cited as a reason for not approving a sabbatical leave proposal only if such approval would cause the sabbatical leave budget to be exceeded. Although each college must attempt to utilize completely its sabbatical leave budget each year, it is recognized that from year to year individual colleges may exceed or fall short of their target numbers. Individual college funds that are not allocated in a given year shall be reallocated by the President or designee.

All applications for sabbatical leaves at ½ salary shall be awarded if they are recommended at all levels of review.

6. Review Procedures

The College Sabbatical Leave Committee

The college sabbatical leave committee shall review all sabbatical applications and provide a written evaluation of each application. The college sabbatical leave committee shall recommend approval or disapproval of each sabbatical application and rank order all of those recommended for approval. All applications, written evaluations, recommendations, and rankings shall be forwarded to the college dean no later than the deadline set forth in the academic year calendar of personnel procedures.

Composition, Election, and Procedures. The committee shall be composed of tenured faculty and shall be elected by a vote of tenured and probationary faculty within the college according to policies and procedures established by each college. A faculty member applying for a sabbatical leave shall not be eligible for election to the college sabbatical leave committee.

The Department/Division/School

A copy of the sabbatical application shall be sent to the faculty member’s department/division/school. The department/division chair or school director shall provide a statement to the college dean regarding the possible effect on the curriculum and the department operations should the faculty member be given a sabbatical.

The College Dean

The college dean shall review all sabbatical applications, the recommendations of the college committee, and the department/division/school statement and provide a written evaluation of each application. After considering the recommendations and rankings of the college sabbatical leave committee, the dean shall recommend approval or disapproval of each sabbatical application and rank order all of those recommended for approval. If the dean does not agree with the recommendations and rankings of the college committee, she or he shall consult with the committee to attempt to reconcile the difference. The college dean shall forward the sabbatical applications and all college committee and dean recommendations, rankings, and written evaluations to the President or designee no later than the deadline set forth in the academic year calendar of personnel procedures.

7. Award of Sabbatical Leaves
The President or designee shall make a decision on each leave proposal and shall notify, in writing, each leave applicant of that decision. The notification shall include the reasons for the decision and written evaluations provided by the other level of review. Copies of the notification shall be forwarded to the Academic Personnel Office.

If a sabbatical leave is denied based on factors other than the merit of the proposal, and such denial results in fewer sabbaticals being awarded than 12% of eligible faculty, not including those approved at ½ salary, then upon request of the faculty unit employee the sabbatical leave shall be deferred to the following year, at which point the leave, if the underlying conditions supporting the proposal remain in effect, shall be granted. Sabbaticals deferred shall count in the year in which they are taken.

The applicant must submit a suitable bond or an accepted statement of assets and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave.

A faculty unit employee shall render service to the CSU upon return from a sabbatical leave at the rate of one term of service for each term of leave.

Faculty members on sabbatical leave shall not accept additional and/or outside employment without prior approval of the President or designee and the justification must be clearly outlined in the sabbatical proposal.

Faculty members are required to submit a written report of sabbatical activities to the Office of the Provost within one term after the return from a sabbatical leave. This report will be added to the personnel action file.

Faculty on sabbatical leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if she or he were not on sabbatical leave. Less than full-time leave may have impact on PERS retirement benefits. Consult PERS for details.

Faculty on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward service salary increase eligibility, eligibility toward promotion, if applicable, and seniority.

Requests for a change of the academic term in which the sabbatical leave is awarded shall be submitted to the President or designee for approval to the commencement of the leave.

**Policies and Procedures for Difference in Pay Leaves**

A difference in pay leave is a paid leave for which the compensation is equal to the difference in pay between an instructor’s or counselor’s salary and the minimum salary of the instructor rank, or the difference between a librarian’s salary and the minimum salary of the lowest librarian rank.

1. **Eligibility Criteria for Difference in Pay Leaves**

A full-time faculty unit employee shall be eligible for a difference in pay leave if she or he has served full-time for six years at that campus in the preceding seven-year period prior to the leave. Credit granted toward the completion of the probationary period for service elsewhere shall also apply toward fulfilling the eligibility requirements for a difference in pay leave. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements, nor shall it fulfill the return service obligation.
employee will be eligible for a subsequent difference in pay leave after she or he has served full-time for three years after the last sabbatical leave or difference in pay leave. There must be assurance that the number of leaves granted in any one term or year are not so great in any department/division/school, or on the campus as a whole, as to disrupt the continued and regular course offerings, or to affect the quality level of the education offered to the students.

2. Applications and Criteria for Difference in Pay Leaves

Applications procedures and review criteria for difference in pay leaves are the same as those for sabbatical leaves.

3. Levels of Review for Difference in Pay Leaves

The Department/Division/School

The department/division/school difference in pay leave committee shall review all difference in pay applications and provide a written evaluation of each application. The department/division/school difference in pay leave committee shall recommend approval or disapproval of each application. All applications, written evaluations, and recommendations shall be forwarded to the college dean no later than the deadline set forth in the academic year calendar of personnel procedures.

Composition, Election and Procedures. The committee shall be composed of tenured faculty and shall be elected by a vote of tenured and probationary faculty within the department/division/school according to policies and procedures established by each department/division/school. A faculty member applying for a difference in pay leave shall not be eligible for election to the department/division/school difference in pay leave committee.

Department/Division Chair or School Director. The department/division chair or school director shall provide a statement to the college dean regarding the possible effect on the curriculum and department/division/school operations should the faculty member be given a difference in pay leave.

The College Dean

Prior to making a recommendation to the President or designee regarding the difference in pay leave application, the college dean shall review the recommendations of the department/division/school committee and the department/division/school statement. If the dean does not agree with the recommendations of the department/division/school committee, she or he shall consult with the committee to attempt to reconcile the difference. The college dean shall forward the difference in pay leave applications and all recommendations and written evaluations to the President or designee no later than the deadline set forth in the academic year calendar of personnel procedures.

4. Award of Difference in Pay Leaves

The President or designee shall make a decision on each leave proposal and shall notify, in writing, each leave applicant of that decision. The notification shall include the reasons for the decision and written evaluations provided by the other levels of review. Copies of the notification shall be forwarded to the academic personnel office.

The applicant must submit a suitable bond or an accepted statement of assets and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave.
A faculty unit employee shall render service to the CSU upon return from a difference in pay leave at the rate of one term of service for each term of leave.

Faculty members on a difference in pay leave shall not accept additional and/or outside employment without prior approval of the President or designee and the justification must be clearly outlined in the difference in pay leave proposal.

Faculty members are required to submit a written report of difference in pay leaves activities to the Office of the Provost within one term after the return from a difference in pay leave. This report will be added to the personnel action file.

Faculty on difference in pay leave shall be considered in work status and shall receive health, dental and appropriate fringe benefits provided by the CSU in the same manner as if she or he were not on a difference in pay leave. Less than full-time leave may have an impact on PERS retirement benefits. Consult PERS for details.

Faculty on difference in pay leave shall be entitled to accrue sick leave, vacation, and service credit toward served salary increase eligibility, eligibility toward promotion, if applicable, and seniority.

Requests for a change of the academic term in which the difference in pay leave is awarded shall be submitted to the President or designee for approval prior to the commencement of the leave.