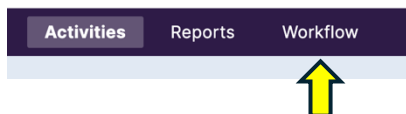# Sabbatical Leave Application Instructions

Eligible faculty must submit the Sabbatical via Watermark Faculty Success. Please notify your college of your intent to apply by the deadline posted in the Sabbatical and DIP Calendar on the Faculty Affairs webpage. After the notification deadline passes, you will receive an email from Watermark, inviting you to fill out your application.

- The application for Sabbatical Leave includes:
    - A detailed outline of the plan of study or experience, research/project, service, and/or travel to be completed during the sabbatical.
    - A statement of purpose that demonstrates the benefits to students, the development of the profession or discipline, Cal State LA, the CSU, and/or the faculty as a teacher scholar or practitioner.
    - Evidence that resources needed to complete the project are available.
    - An updated curriculum vita.

Instructions for accessing your application.

1. Login with Single Sign On using this link
   https://www.digitalmeasures.com/login/calstatela/faculty/
2. Select Workflow in the purple bar.

3. A link to your Sabbatical application should be in the Inbox on the Tasks page.

4. Click the dropdown to select your Current Rank

5. Click the dropdown to select your department

6. Click the dropdown to select which term you are applying for. Spring, Fall, or Academic Year.

Semester(s) of proposed leave: *

[dropdown ⌄]

7. Click the dropdown to select what type of sabbatical leave you requested.

Type of Leave Requested (Choose one) *

[dropdown ⌄]

8. Click the dropdown to select Yes or No on if you would wish to be considered for Difference in Pay leave for the same period, if you are not awarded a sabbatical.

If you are requesting a sabbatical and one is not awarded to you at this time, do you wish to be considered for a Difference in Pay leave for the same period?

[dropdown ⌄]

9. If you were awarded a sabbatical in the past, please enter the date you received it.

Date of Last Sabbatical Award

[text field]

10. If you were awarded Difference-in-Pay in the past, please enter the date you received it.
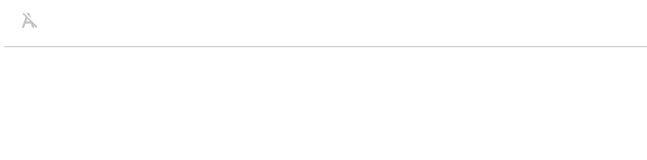
Date of Last DIP Award

[text field]

11. Copy and paste your Outline of Plan in the textbox. If the plan has special characters in it, you may upload a PDF by dragging and dropping your PDF here.

Copy and paste a detailed outline of plan of study or experience, research/project, service and/or travel to be completed during the period of the leave into the textbox below. Provide specific timeline and dates and locations. If your plan requires special characters, please put "see attached" in the textbox and upload a pdf file.

Outline of Plan *

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Outline of Plan (only use if your plan requires special characters)
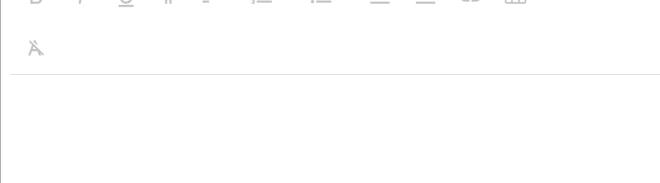
Drop files here or click to upload

12. Copy and paste your Statement of Purpose. I your statement has special characters in it, you may upload a PDF by dragging and dropping your PDF here.

Copy and paste a statement addressing benefits of the proposal to students; to the development of the profession or a discipline within the profession; to Cal State LA; to the CSU; and/or to the faculty member as a teacher, scholar, or professional practitioner in the textbox below. If your statement requires special characters, please put "see attached" in the textbox and upload a pdf file.

Statement of Purpose *

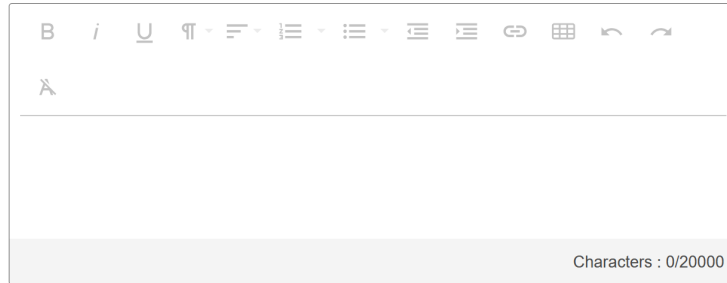| B | i | U | ¶ ▾ | ☰ ▾ | ☰ ▾ | ☰ ▾ | ☰ | ☰ | 🔗 | ⊞ | ↶ | ↷ |

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Characters : 0/20000

Statement of Purpose (only use if your statement requires special characters)

Drop files here or click to upload

13. Describe what resources are necessary to carry out the project (other than salary and fringe benefits) here.

What resources (other than salary and fringe benefits) are necessary to carry out the project?
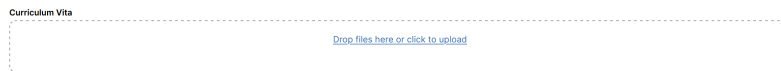
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Characters : 0/20000

14. If you have evidence that these resources are available to you, you may upload them here by dragging and dropping your PDF here.

Attach evidence that these resources are available to you.
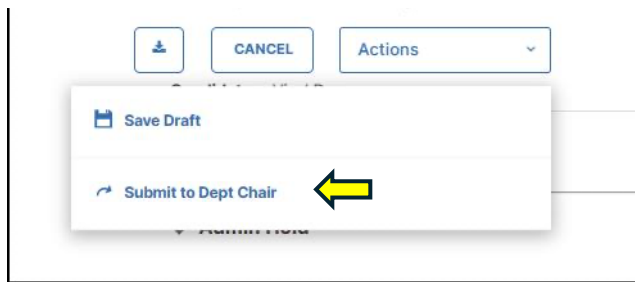
Drop files here or click to upload

15. Your CV report will automatically populate with the information you have added to faculty accomplishments. Please click on the red icon to proofread the report. If items need to be updated, you should do that on the Activities page in the purple bar. Be sure to click on the refresh icon. If you wish to submit a second CV, you may by dragging and dropping your PDF here.

Curriculum Vita
| 📄 | Last Updated Date and Time | ↻ |

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Drop files here or click to upload

16. Click the Actions button drop-down.

[⬇]   [CANCEL]   [Actions   ⌄]

17. Click Submit to Depart Chair

Questions: Please email Faculty Affairs at: RTP_Faculty_Success_Help@calstatela.edu