

**Application for Sabbatical Leave or Difference-in-Pay Leave**

NAME <span style="float:right">(Last) (First)</span>	CURRENT RANK _____
DATE OF LAST SABBATICAL OR DIP AWARD:	DEPARTMENT _____
SABBATICAL: _____ DIP: _____	COLLEGE _____

**TYPE OF LEAVE REQUESTED (CHOOSE ONE OR THE OTHER TYPE OF LEAVE):**

<u>Sabbatical</u> <input type="checkbox"/> One semester with full pay <input type="checkbox"/> Two semesters (one academic year) with one-half pay	<u>Difference-in-Pay (DIP)</u> <input type="checkbox"/> One semester <input type="checkbox"/> Two semesters (one academic year) If more than two semesters, please specify time requested _____
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Semester(s) of proposed leave: Fall 20\_\_\_\_, Spring 20\_\_\_\_  
(Note: Leave must begin during the next Academic Year – Summer through Spring)

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? Yes  No

**The following information must be provided and attached to this cover sheet:**

- Detailed outline of plan of study or experience, research/project, service and/or travel to be completed during the period of the leave. Provide specific timeline and dates and locations.
- Statement of Purpose: Include a statement addressing benefits of the proposal to students; to the development of the profession or a discipline within the profession; to CSULA; to the CSU; and/or to the faculty member as a teacher, scholar, or professional practitioner. What resources (other than salary and fringe benefits) are necessary to carry out the project? Attach evidence that these resources are available to you.
- Attach a curriculum vita detailing your professional activities.
- For sabbatical and DIP leave applications, turn in one *original (plus seven (7) copies if needed)* to the department/division/school office.

**I understand that:**

- I am required to submit a report of my sabbatical or difference-in-pay leave activities to the Provost within 90 days of the conclusion of the leave.
- I am required to render service to the CSU upon return from a sabbatical leave (difference in pay leave) at the rate of one (1) term of service for each term of leave.
- Prior to final approval of a sabbatical leave or DIP leave, I must file with the President or designee a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. [See Article 27.9 of the Collective Bargaining Agreement for more information.]
- I shall not accept additional or outside employment during a sabbatical or DIP leave, including grant-related work, without prior approval of the President or designee.
- A sabbatical leave exceeding one semester or a difference in pay leave may result in a reduction in service credit with CalPERS.
- I cannot use my faculty development funds or any foundation funds if my sabbatical involves travel to a banned state (except in those very narrow circumstances spelled out in the policy).

\_\_\_\_\_  
Signature of Applicant Date

**TO BE COMPLETED BY THE DEPARTMENT CHAIR:**

Recommendation (based on impact on the curriculum and department operations):  
 Approve  Do not approve

\_\_\_\_\_  
Signature of Department Chair Date

**TO BE COMPLETED BY THE DEPARTMENT DIP COMMITTEE CHAIR (DIPs only)<sup>1</sup>:**

Recommendation:  Approve  Do not approve

\_\_\_\_\_  
Signature of Department Committee Chair Date

**TO BE COMPLETED BY THE COLLEGE COMMITTEE CHAIR (Sabbaticals only)<sup>2</sup>:**

Recommendation:  Approve  Do not approve

\_\_\_\_\_  
Signature of College Committee Chair Date

**TO BE COMPLETED BY COLLEGE DEAN<sup>3</sup>:**

Recommendation:  Approve  Do not approve

\_\_\_\_\_  
Signature of Dean Date

**NOTES:** 1. The department/division Difference-in-Pay Leave Committee shall recommend approval or disapproval of each application. The original application, including recommendations and written evaluations, shall be forwarded to the college Dean's Office.  
2. All sabbatical proposals recommended "approve" by the College Committee must be ranked. The original application, including recommendations, rankings, and written evaluations shall be forwarded to the college Dean's Office.  
3. The college dean shall forward the sabbatical and DIP applications and all committee and dean recommendations, rankings, and written evaluations to the Provost, via the Office of Faculty Affairs (ADM 707).