SABBATICAL LEAVES & DIFFERENCE-IN-PAY LEAVE WORKSHOP

Presented by the Faculty affairs office
TOPICS COVERED IN THIS WORKSHOP

CBA & University Policy
Application Process
2017-18 Schedule
Evaluation Criteria & Recommendation
Tips for Successful Submission
Regular Sabbatical Leaves are defined as 1 Semester @ Full-Pay

Campus grants no fewer than 12% of total number of faculty eligible to apply (tenure-track faculty and full-time lecturers)
In 2016-17, 56 faculty members were eligible to apply for 7 Regular Sabbatical Leaves; In 2017-18, 7 regular sabbatical leaves are available for 57 eligible faculty

Sabbatical Leave for 1 Academic Year @ ½ Pay
Applications do not count against the 7 allotted above
Applications deemed meritorious by the PLC are “automatic” (not reviewed for approval by Provost or President)
COLLECTIVE BARGAINING AGREEMENT

ARTICLE 28

Another Option is DIP (Difference-in-Pay) Leave

A DIP may be granted for 1 or 2 semesters; can be between academic years
May be requested every 3 years
Does not count against campus Sabbatical allotment
Salary: the difference between the faculty member’s salary and the minimum salary of the Instructor rank ($47,832/yr)

EX: $95,000 - $47,832 = $47,168 / 12 = $3,931 per month

Depending on rank of faculty member, may be more beneficial financially than an AY Sabbatical @ ½ Pay

EX: $95,000 x .5 = $47,500 / 12 = $3,958 per month
Sabbatical Leave applications are recommended by PLC in the following order of priority:

1) Meritorious one-semester full-pay sabbatical applications recommended in number as communicated to the PLC;
2) Meritorious one-semester full-pay sabbatical applications recommended to be granted if additional funding becomes available – only this category shall be ranked;
3) Meritorious difference-in-pay application recommended;
4) Meritorious one-year half-pay sabbatical applications to be granted;
5) Not recommended.
POLICY ON PROFESSIONAL LEAVES (SP 11-15)

Difference-in-Pay Leaves:
A Program Review Committee may be created as needed to review difference in pay leaves applications;
In the event of insufficient numbers of tenured faculty in a program area to staff the Program Review Committee, or the program faculty vote to defer the decision to the PLC, the applications may be reviewed by the PLC at the request of the program chair;
The Program Review Committees shall follow the same procedures regarding review and notification as the PLC
Recommendation is similar to that of AY Sabbaticals @ ½ Pay
   Meritorious = approved
Reviewed by PRC or PLC, Provost, and President
APPLICATION PROCESS

The Faculty member seeking a sabbatical or DIP must submit an application form and supplemental materials which include:

- 1-page Current Summary CV;
- Title of Proposed Activity/Project;
- Description of Proposed Activity/Project;
- List of CSU resources, if any, necessary to carry out Activity/Project;
- Summary of work already completed on the Activity/Project;
- Brief description of anticipated results; and
- Benefits to the University and its students.
### 2017-18 Schedule

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<th>Step in Application Process</th>
<th>Deadline Dates</th>
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<tr>
<td>Deadline for Submission of applications to Faculty Affairs</td>
<td>9/29/17</td>
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<tr>
<td>Level of Review</td>
<td>Review Begins</td>
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<td>Professional Leaves Committee and recommendation to faculty member</td>
<td>10/6/17</td>
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<td>Impact Statement from Program Chair to Faculty Affairs</td>
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<td>Provost review and recommendation to President</td>
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<td>President review and notification to faculty member</td>
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<td>Acceptance to Faculty Affairs</td>
<td>2/9/18</td>
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SUBMISSION TO FACULTY AFFAIRS

Please submit all materials along with an application form to Donna Flores no later than September 29, 2017.

- Electronic submissions are preferred, and can be sent to donna.flores@csuci.edu

Responsibility of Faculty Affairs to:

- Determine eligibility, determine allotment, and schedule
- Track applications through review process
- Confirm eligibility of applicants
- Format for transfer to PLC, PRC, Provost and President
- Move applications through levels of review
UNIVERSITY PROFESSIONAL LEAVES COMMITTEE

Make recommendations
- Recommendations based on merit

Provost must justify deviations from recommendations

Policy in practice: transparency

TIPS FOR SUCCESSFUL SUBMISSION

Leave Proposals should:

- Be understandable to an interdisciplinary committee
  - How would you explain this to someone outside of academia?
- Advance your knowledge, skills, expertise
  - How will this further your research/teaching?
  - What is/are the deliverable(s)?
  - How does this fit with existing accomplishments?
- NOT overpromise
  - Narrow focus to one or two goals that can reasonably be accomplished during the time of your leave
- Describe a project that cannot be accomplished through normal workload
FAQS

How many 1 Semester @ Full Pay Sabbaticals are available?
- 7

How many people will apply?
- 57 faculty are eligible to apply this year; the number of applicants each year vary widely
- In 2016-17, 7 applicants were awarded Regular Sabbaticals

Are lecturers eligible for sabbaticals?
- Yes. Any full-time faculty member is eligible for a sabbatical leave if s/he has served full-time continuously for six (6) Academic Years at CSUCI.
QUESTIONS?