

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

Faculty Affairs Office

Application for Sabbatical or Difference-in-Pay Leave

Applicable policies: CBA Article 27; SP 04-33 Sabbatical Leaves
CBA Article 28; SP 05-34 Difference in Pay Leaves

Instructions: Eligible faculty shall use this form, together with an attached proposal and other materials, to request a sabbatical or difference in pay leave. Submit the completed form and attachments via email to the Faculty Affairs Office by the announced deadline.
If you have questions regarding use of this form, call Faculty Affairs at 437-8485.

1. Name: _____

2. Program Name: _____

3. ☐ Professor ☐ Associate Professor ☐ Assistant Professor* ☐ Fulltime Lecturer
☐ Librarian ☐ Associate Librarian ☐ Assistant Librarian* ☐ Fulltime Counselor

*A leave of absence with pay will count toward probation. It is the responsibility of the Dean to be certain that the retention/tenure evaluation will be sufficient to form the basis for a retention/tenure recommendation even though the faculty member is absent for all or part of the academic year.

4. Employed fulltime by CSU Channel Islands since: <month> / <year>

5. Type of leave requested:

A. Sabbatical Leave:

Instructional Faculty or Others on Academic Year Assignments:

- ☐ One semester at full pay: <select preference>
☐ Two semesters at one-half pay in academic year: <select year>

Librarians on 12-Month Assignments:

- ☐ Four (4) months at full pay beginning <month> / <year>, ending <month> / <year>
☐ Eight (8) months at one-half pay beginning <month> / <year>, ending <month> / <year>

B. Difference –in-Pay Leave:

Instructional Faculty or Others on Academic Year Assignments:

Both Fall and Spring in <select year>

Librarians and Counselors on 12-Month Assignments:

Twelve (12) months beginning <month> / <year>, ending <month> / <year>

6. If you are you considering or being considered for a fellowship, grant, teaching position, or other position that is in any way associated with this leave request, please explain:

7. Please attach the following materials to this application (in 4 pages or less) plus a one-page current summary CV. (No appendices other than a 1-page document verifying an award of a grant, fellowship, book contract or the like shall be considered part of the application. The application should be self-contained; other appendices will not be reviewed).

- I. Title of Proposed Activity/Project
- II. Description of Proposed Activity/Project
 - a. Purpose/Goals
 - b. Significance
 - c. Timeline of Activity/Project
 - d. Travel or service performed during the period(s) of leave
- III. List of CSU resources, if any, necessary to carry out Activity/Project
- IV. Summary of work already completed on the Activity/Project
- V. Brief description of anticipated results
- VI. Benefits to the University and its students

8. I recognize that this leave, if granted, will be pursuant to Articles 27 or 28 of the MOU; I agree to abide by the terms therein should this application be approved. I acknowledge that leaves with pay are subject to completion of a Promissory Note, bond settlement, or list of assets to be submitted within 30 days of notification of approval of the leave. I understand that if I am taking a reduced-pay leave that I will not be credited for a full year of service credit for purposes of retirement (PERS), and that I should discuss the implications of this leave with a Benefits specialist in HR.

☐ I Agree

9. Typing my name in this box and submitting via email serves as my signature on this document: