

**Academic Personnel Services**

September 2, 2009

MEMORANDUM

TO: General Faculty  
FROM: Colleen Mullery, AVP Faculty Affairs  
RE: **Sabbatical Leaves for Academic Year 2010-2011: Call for Proposals**

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**Policies**

The purpose of this memorandum is to assist you in coordinating the application/evaluation process for 2010-2011 Sabbatical Leaves. The process of recommending and awarding Sabbatical Leaves is governed by University policy and by Article 27 of the faculty Collective Bargaining Agreement:

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article27.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article27.shtml).

**Timeline and Application Process**

Sabbatical leave applications for the 2010-2011 academic year must be submitted to Academic Personnel Services, Siemens Hall 207, by the close of business (5:00 p.m.) on **MONDAY, OCTOBER 5, 2009**. Please deliver or mail the original application with six copies to Academic Personnel Services, one copy to your Department Chair, and one copy to your Dean. In addition please e-mail an electronic copy of your application (without supporting documentation) to our office: [academicpersonnel@humboldt.edu](mailto:academicpersonnel@humboldt.edu). The application and copies must be received in all three offices by the October 6<sup>th</sup> deadline to be considered on time. No late applications will be considered.

Sabbatical leave application forms (HSU Form 320) are available on the Academic Personnel Services web site forms page: <http://www.humboldt.edu/~aps/forms.html>. Hard copies are also available at the Academic Personnel Services office (SH 207).

Please be sure to use HSU Form 320, Sabbatical Leave Application (revised April 21, 2009), and follow the instructions carefully. Note that the applicant also must submit the signed and notarized Certification Page with a list of assets guaranteeing a return to service at the rate of one semester of service for each semester of leave. In lieu of a list of assets, the applicant may submit a Promissory Note. A Promissory Note form is included with the application. Lura Holtkamp in the office of the Provost can provide assistance in notarizing the "Certification Page" (and Promissory Note, if applicable) of your application. Please call x3722, in advance, for an appointment.

Applicants are asked not to send bulky attachments such as textbooks, art work, original papers, etc. Also, if you expect to engage in additional and/or outside employment while on sabbatical leave, prior approval from the Provost is required. (Note that this does not include Fulbright fellowships.) Included with this notice is the time line for the 2010-2011 Sabbatical Leave Review Process, based on HSU Academic Senate resolution #01-00/01 EX, approved, as revised, in October 2000.

If you have questions about the application, please contact one of the members of the Professional Leave Committee (PLC):

Tyler Evans	Mathematics	Ext. 3217	<a href="mailto:evans@humboldt.edu">evans@humboldt.edu</a>
Laura Hahn	Communication	Ext. 3948	<a href="mailto:Lkh9@humboldt.edu">Lkh9@humboldt.edu</a>
Brian Post (PLC Chair)	Music	Ext. 5438	<a href="mailto:Jbp5@humboldt.edu">Jbp5@humboldt.edu</a>
Eric Van Duzer	Education	Ext. 3726	<a href="mailto:Evv1@humboldt.edu">Evv1@humboldt.edu</a>
Jay Verlinden	Communication	Ext. 3252	<a href="mailto:Jqv1@humboldt.edu">Jqv1@humboldt.edu</a>

**Eligibility**

To be eligible for Sabbatical Leave, an applicant must be a full-time faculty member who has served full-time on this campus for at least six (6) years in the preceding seven (7) year period prior to the leave, and for at least six (6) years after any

previous Sabbatical or Difference-In-Pay Leave. In accord with the Collective Bargaining Agreement, credit granted toward the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for Sabbatical Leave, as will professional leave without pay from this campus (to a maximum of one year).

The Collective Bargaining Agreement provides that non-tenured faculty members (including full-time lecturers) may be eligible for Sabbatical Leave, but before such a leave may be awarded there must be a prior commitment by the University that the faculty member will be offered subsequent appointment of sufficient duration to fulfill the Sabbatical Leave return service obligations. Sabbatical Leave applications submitted by non-tenured faculty members shall be considered on the basis of merit alone by the University Professional Leave Committee.

## Review Process

The basic requirement for a Sabbatical Leave is that it be "for the purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining." The University Professional Leave Committee reviews each proposal and makes recommendations to the Provost with reasons for approval or denial of the leave based on the quality of the proposed sabbatical project. The Department Chair provides a statement to the College/Library Dean regarding the possible effect on the curriculum and the operation of the department should the faculty member be granted a sabbatical. The College/Library Deans review the Department Chair statement and each proposal and make recommendations to the Provost with reasons for approval or denial. Prior to making a final determination regarding the sabbatical leave and the conditions of such a leave, the Provost shall consider all recommendations and other campus program needs and campus budget implications. The Provost shall respond in writing to applicants by the first Monday in December with reasons for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of the leave.

## Difference-In-Pay Leave

The process of recommending and awarding Difference-In-Pay Leave is governed by University policy and by Article 28 of the faculty Collective Bargaining Agreement:

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article28.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article28.shtml).

Article 28 of the Collective Bargaining Agreement requires Difference-In-Pay Leave applications to be reviewed by a Department committee of tenured faculty members rather than the University Professional Leave Committee.

To be eligible for a Difference-In-Pay Leave, an applicant must be a full-time faculty member who has served full-time on this campus for at least six (6) years in the preceding seven (7) year period prior to the leave or for three (3) years since the last Sabbatical Leave or Difference-In-Pay Leave. The Collective Bargaining Agreement provides that non-tenured faculty members (including full-time lecturers) may be eligible for Difference-In-Pay Leave, but before such a leave may be awarded there must be a prior commitment by the University that the employee will be offered subsequent appointment of sufficient duration to fulfill the Difference-In-Pay Leave return service obligations. Leave applications submitted by non-tenured faculty members shall be considered on the basis of merit alone by the Department review committee.

***The College Deans and Dean of the University Library have been delegated the authority to review and approve DIP leaves. Please contact their offices directly for information about procedures and deadlines.***

**Distribution:** Bulk email to all faculty; Notice posted on APS web site; Electronic copies to Interim Provost Robert Snyder, University Library/College Deans, Department Chairs, Department Coordinators