

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

SABBATICAL AND DIFFERENCE IN PAY LEAVE POLICIES

**RES 212216**

FAC

**RESOLVED:** That *University Handbook* language for sabbatical and different in pay leave policies be revised (deletions in ~~strike through~~, additions in **bold underline**) as specified below.

**RATIONALE:** These changes unify the information within the text and align university Handbook language and policies with those contained within the CBA Article 27 (Sabbatical Leave) and Article 28 (Difference in Pay Leaves), particularly in relation to potential curricular and departmental operation issues (chair and dean) as separate from merit review of the proposal (FHAC). It is hoped that increased consistency across these information sources will reduce confusion in the application format and review process. Other minor changes correct typos and update language to match the current governance structure of the library.

**307 SABBATICAL AND DIFFERENCE IN PAY LEAVE POLICIES**

Sabbatical and difference in pay leaves shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement, or faculty retraining. There are two categories of paid leave – sabbatical leave with pay, and difference in pay leave. Regulations pertaining to leaves of absence with pay are set forth in Articles 27 and 28 of the CBA.

**307.1 Eligibility and Application**

The Office of the Provost/Vice President for Academic Affairs (P&VPAA) provides information on timetables, eligibility and applications at the beginning of each academic year.

Applicants who have held full-time positions in academic assignments for six consecutive academic years are eligible for one of the following types of leave: a sabbatical at (a) one semester at full pay; (b) two semesters at 1/2 of full pay; or (c) one or two semesters' leave at difference in pay. Compensation for eligible librarians on sabbatical leave is: (a) four months at full pay; or (b) eight months at 1/2 of full pay. (*Revised 06-06-17*)

An applicant granted a difference in pay leave shall receive an amount of pay that is the difference between the applicant's salary and the minimum salary at the lecturer rank. A librarian shall be compensated the difference between the employee's pay and the lowest comparable time base librarian rank. A counselor shall be compensated the difference between his/her salary and the minimum salary of the lecturer rank at a comparable time base. (*Revised 07-17-19*)

No more than one sabbatical leave shall be granted in each seven-year period. A faculty member, librarian or counselor will be eligible for a subsequent difference in pay leave after he/she has served full time for three years after the last sabbatical leave or difference in pay leave and has rendered service to the CSU at the rate of one term of service for each term of leave taken.

The criteria and standards for granting leaves of either type are the same, but the faculty member requesting a difference in pay leave is not in competition with those requesting a sabbatical leave.

It is sufficient that the faculty member requesting a difference in pay leave be eligible and meet the criteria.

The faculty member who receives a difference in pay leave is considered to have received a sabbatical leave and is not entitled to another leave until he/she meets the prescribed conditions and responsibilities for such leaves.

The application for sabbatical leave or difference in pay leave shall ~~include a statement of purpose, description of the proposed project, and the CSU resources, if any, necessary to its successful completion~~ **include the information as outlined in Section 307.2.**

The applicant for a sabbatical leave shall ~~submit present~~ a copy of the application to the **P&VPAA and to the** department chair **by the posted deadline**. The department chair **shall sign the proposal routing sheet to acknowledge the request and,** ~~in consultation with department faculty, shall provide a statement to the appropriate dean regarding the merit of the sabbatical leave proposal and the effect the leave may have on the curriculum and operation of the department. In the case of librarians, the Dean of University Library serves as chair, as well as dean, and members of the unit are considered the department. In the case of counselors, the Director of the Counseling Center serves as department chair, and the Vice President for Student Affairs as dean.~~

The faculty member who receives a sabbatical leave may make normal use of his/her campus office, library and laboratory facilities. *(Added 07-17-19)*

While on sabbatical leave, the sabbatical recipient may not serve on any University, Senate or School committees. The sabbatical recipient may serve on departmental committees on a purely voluntary basis, and serve according to normal department selection procedures. Under no circumstances should the sabbatical recipient be expected to serve nor be asked to serve. In addition, any voluntary service shall not be eligible for compensation. *(Revised 07-17-19)*

The applicant for a difference in pay leave shall present a copy of the application to the department chair. A unit committee, composed of tenured faculty, which may include the chair, elected by the probationary and tenured faculty of the unit, must provide the dean with a review and recommendations regarding the quality of the proposal in terms of its benefits to the CSU.

Librarians applying for a difference in pay leave shall present a copy of the application for review and recommendation to a unit committee elected by the probationary and tenured librarians. The unit review committee shall forward the application along with its review and recommendation to the Dean of University Library. The Dean of University Library shall in turn forward it to the P&VPAA along with his/her recommendation. Similarly, a unit committee elected by probationary and tenured counselors shall review applications from eligible counselors, and forward its review and recommendation to the appropriate Vice President of Student Affairs, who shall forward his/her review and recommendation to the P&VPAA. When a faculty member is afforded an unexpected opportunity, such as external funding, a scholarship, or fellowship, a rapid and expedited review for a difference in pay leave shall be provided.

### **307.2 Procedures for Preparation of Sabbatical Leave Application**

The applicant shall inform his/her chair and school dean of the application for sabbatical leave and the proposed dates of absence. The application for sabbatical leave shall be evaluated by the Honors and Awards Committee (FHAC) in accordance with the established criteria and must contain the following information:

#### **a. Proposed Project**

1. The proposed project shall be one or both of the following:
  - a) A project of high quality and importance. This includes, but is not limited to, original research, a creative project, or the development of new academic skills;

- b) A study or travel of a kind and in an amount that will improve and update the applicant's professional capabilities. If the emphasis is a study, it must be related to the University's curriculum or to the applicant's professional development. ~~If travel is part of the plan, its usefulness and necessity must be clearly presented.~~
- 2. A clear and detailed explanation of the proposed project, including the nature, scope, and means of implementation.
- 3. The inclusive dates requested for the leave and, where appropriate, a timetable for the implementation of the proposal.
- 4. If relevant **to project completion**, the location(s) where the project will be conducted. **If travel is part of the plan, its usefulness and necessity must be clearly presented.**
- b. Professional Productivity and Preparation
  - 1a.** A current vita containing evidence, where appropriate, of relevant education or research in the field of the proposed project, publications, or other professional accomplishments in the field of specialization.
  - 2b.** Where appropriate, what preparatory work has been completed specifically for this project, such as background reading, development of techniques, personal contacts, and tentative facility arrangements.
- c. Benefits to the University (in at least one of the following):
  - 1. The tangible results to be expected from the project. These may be in the form of publication, creative presentations, participation in seminars, conferences, program or curricular development.
  - 2. Benefits of the proposed project to the applicant as a teacher and benefits to students.

### **307.3 The Role of the Faculty Honors and Awards Committee (FHAC)**

The FHAC shall review all sabbatical leave proposals and make recommendations regarding the awarding of leaves to the P&VPAA.

The proposal shall involve one or more of the following: scholarly research, scholarly and creative activity, instructional improvement, or faculty retraining.

They shall consider the potential relevance of the proposal and the subsequent service of the faculty member at this University relative to institutional and departmental mission, goals, and obligations. Among the factors which may be considered are professional development and renewal, improvement of teaching skills, development of a new academic program, and enhancement of the reputation of the University which may result from the leave.

The FHAC shall evaluate the proposals using a two-step process: (1) distinguish meritorious from non-meritorious proposals. Those deemed non-meritorious shall not be ranked, but will be returned to the proposer with comments for the possibility of revision and consideration for the following year; (2) rank all remaining proposals only on merit, allowing no ties. In addition to the assessment of project's merit, the FHAC will also assess the following:

- a. The proposed project shall be one for which the applicant has:
  - 1. Acquired professional capabilities adequate to the task;
  - 2. Completed preparation and planning to undertake the project.
- b. Results of the sabbatical shall benefit the University by one or more of the following:
  - 1. Advanced scholarship by such means as publication, presentation at conferences or meetings, public performance or exhibition;
  - 2. Improving curriculum, developing new course(s) or program(s);
  - 3. Improving teaching;
  - 4. Renewing professional skills.

### **307.4 Action by the Provost/Vice President for Academic Affairs (P&VPAA)**

The P&VPAA shall receive recommendations from the FHAC, the department chair, ~~the department committee as appropriate~~, and the appropriate administrator(s). **For difference in pay leave applications, recommendations will also be received from the department committee.**

Sabbatical leave and difference in pay leave recommendations forwarded to school and the Dean of University Library to the P&VPAA must include, where appropriate, the departmental and dean's evaluation of the merits of the proposal and be accompanied by plans approved by the dean or director for accommodating approved leaves. There is no explicit state or CSU budgetary recognition for sabbatical leave replacements.

Leaves must be absorbed within each school's or unit's resources in a manner such that student access and progress toward graduation are not jeopardized.

The recommendations of the FHAC, and those of the department and school deans are forwarded to the President via the P&VPAA, who will include his/her recommendations as well as information prescribed by Articles 27 and 28 of the CBA. Prior to making a final determination regarding the sabbatical leave and the conditions of an approved leave; the President or designee shall consider the recommendations made pursuant to the above. The President shall inform the applicant in writing of his/her decision, and the response will include the reasons for approval or denial.

If a leave is granted, the response will include the conditions of such a leave. Copies of the response shall be provided to the affected department and the FHAC. In no case shall the campus award fewer sabbatical leaves than the number in the 1991/92 budget. Final approval of the leave shall be subject to the filing by the applicant of suitable bond indemnifying the State against loss in the event the employee fails to render in the CSU, upon return from leave, one term of service for each term of leave. The bond shall be in the amount of the total salary to become due to the applicant during leave. In lieu of the bond, the applicant may submit a written agreement to return to the service of the CSU for at least one term of service for each term of leave, accompanied by a statement of assets, including ability to indemnify the State in the event of failure to fulfill the agreement due to personal negligence.

### **307.5 Presentation and Written Report**

Within six months following the completion of a sabbatical leave, the faculty member shall submit a written report, which identifies the accomplishments achieved. The written report shall be submitted to the school dean for inclusion in the faculty member's ~~personal~~ personnel file and to the P&VPAA for inclusion in the sabbatical leave file.

The recipient of a sabbatical leave or difference-in-pay leave will make an appropriate presentation of some form to the University community of the results of the leave experience.

#### **Attachment:**

Sabbatical Application – revision[1]

#### **Distribution List:**

Provost & Vice President of Academic Affairs  
AVP Faculty Affairs  
AVP Academic Affairs and Dean Academic Programs  
Dean Arts and Humanities  
Interim Dean Business and Public Administration  
Interim Dean Natural Science, Mathematics and Engineering  
Dean Social Sciences and Education  
Interim Dean CSUB Antelope Valley  
Interim Dean Library  
Department Chairs  
General Faculty

Approved by the Senate February 17, 2022  
Sent to the President February 25, 2022  
Approved by the President February 28, 2022

**CALIFORNIA STATE UNIVERSITY BAKERSFIELD  
SABBATICAL / DIFFERENCE-IN-PAY  
LEAVE APPLICATION and ROUTING SHEET**

Name: \_\_\_\_\_ Desired Semester  
and Year of Leave: \_\_\_\_\_

Department: \_\_\_\_\_ Rank: \_\_\_\_\_

Previous Sabbaticals or DIPs: \_\_\_\_\_ Academic Year(s)

*Please read all of Section 307 of the [CSUB University Handbook](#), including the guidelines to the Faculty Honors and Awards Committee (FHAC). A description of the proposed project, as outlined on the next page, and a CV should be attached to this application. Supporting documentation should be included wherever appropriate.*

*When complete, send your application and attachments to your department chair and acquire your chair's signature on this cover sheet. Then forward the package to the Faculty Honors and Awards Committee in care of the Office of the Provost and Vice President for Academic Affairs by the application deadline.*

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**Title of Proposal: (should match the title on your proposal)**

**Proposal Abstract: (required)**

Type of Leave Requested:     Difference-in-Pay Leave                       Sabbatical Leave  
    One Semester     One Semester at Full Pay  
    Two Semesters     Two Semesters at 1/2 Pay

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*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

As department chair, I have reviewed this application and will **forward this proposal and my comments** about the possible effect of the requested leave on curriculum and operation of the department to the appropriate Dean. (Note: in the case of DIP leave requests, this review must come from an elected unit committee composed of tenured faculty, which may include the chair. CBA 28.7)

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*Department Chair Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Instructions to the Dean:** Please review this application and the comments from the department chair, and note the proposed dates of absence then **forward to the Provost both the chair's and your comments** about the possible effect on the school and/or department if the leave is granted.

## SABBATICAL / DIFFERENCE-IN-PAY LEAVE APPLICATION

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Please use the following outline for the proposal and refer to University Handbook Section 307.2 for additional information on the content of the application. Please also refer to *University Handbook* Section 307.3 regarding the guidance to the Faculty Honors and Awards Committee for their review of your application.

1. Title.
2. Statement of purpose.
3. A detailed description of the project and what you plan to accomplish.
4. The dates of the proposed leave for the project and, where appropriate, a timetable for implementation of the project.
5. If relevant to project completion, include the locations where the project will be conducted. If travel is proposed as part of the project, please justify.
6. A description of preparedness to embark on the project, including applicable past professional productivity or training, and work already completed on this project.
7. A description of the benefits to the university (see *Handbook* specifications under 307.2.)
8. A description of the CSU resources, if any, necessary to carry out the project.
9. Attach your CV.