

California State University, Stanislaus
Application, Criteria, and Procedures for Leave of Absence with Pay: Sabbatical Leave

1. Name of Applicant: (Last, first, middle):

2. Academic Rank and Class, or Present Title:

3. Current Monthly/Annual Salary:

4. Department:

5. Employed by CSU, Stanislaus since:

6. Date of last leave of absence with pay:

Term (s)	AY:
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7. Type of leave requested: Please circle appropriate box

☐ A

One semester at full pay after completion of six consecutive years of qualifying service.

☐ B

Two semesters at one-half pay after completion of six consecutive years of qualifying service.

8. Effective dates for proposed leave:

From	to
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9. In support of this application, I submit the following information regarding:

- (1) My proposed project
- (2) My professional productivity and preparation
- (3) The benefits of the project to the University

10. Indemnification: Please circle appropriate box

☐ A

I will furnish the President a bond, pursuant to the Memorandum of Understanding for Unit 3, Faculty, Section 27.9, to indemnify the State of California against loss in the event I do not return to render one term of service in the California State University for each term of leave.

☐ B

I request that the President waive said bond. I agree to return to the service of the California State University and render at least one term of service for each term of service for each term of leave following my return from the leave of absence granted me. In support of this request, and pursuant to the Memorandum of Understanding for Unit 3, Faculty, Section 27.9, I submit the following list of assets (the value of which is in excess of that salary to be paid to me during leave) as evidence of my capacity to indemnify the State of California against the loss in the event of failure, through fault of my own, to fulfill this agreement.

Description of Attachable Assets:

I recognize that this leave, if granted, will be pursuant to the Memorandum of Understanding for Unit 3, Faculty, Article 27. I agree to abide by the terms of the Agreement and the Policies and Procedures referred to therein should this application be approved.

Signature: _____ **Date:** _____

**Complete
Address:**

Notary on second page

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by
_____, **proved to me on**
the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature_____

Criteria and Application Procedures

Eligibility

Article 27.2 states a full-time faculty unit employee shall be eligible for a sabbatical leave if s/he has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical

Criteria

Proposals are judged according to the criteria listed below. Each applicant is advised to consider the criteria carefully and to present as complete and as detailed an application as possible. Applications will be ranked on the basis of the proposed activities and the degree to which the application addresses the criteria. The granting of sabbatical leaves will also be determined by the amount of money available, and by the ability of individual departments to replace the person(s) on leave.

For sabbatical leave, the following criteria must be met:

1. The proposed project shall be:

- a) A scholarly or creative project of high academic quality and importance. It should make a significant contribution to the field. This includes but is not limited to original research, or the development of new research or creative skill; **OR**
- b) A "study or travel of kind and in amount which will...improve and update (the applicant's) capabilities." (Section 43004 {c} in part) If the emphasis is a study, it must be clearly related to the curriculum or curricular policy of the college. If travel is part of the plan, its usefulness and necessity must be clearly presented; **OR**
- c) A combination of **a** and **b**, above.

2. The proposed project shall be one for which the applicant has:

- a) Acquired professional capabilities adequate to the task; **AND**
- b) Completed preparation and planning to undertake the project.

3. The results of the sabbatical leave shall benefit the college by:

- a) Advancing scholarship by such means as publication; presentation at conferences or meetings; public performance or exhibition; **OR**
- b) Improving curriculum; developing new course(s) or program(s); **OR**
- c) Improving teaching; **OR**
- d) A combination of any of the above.

Procedures for Preparation of Request for Sabbatical Leave

The applicant shall complete the application and upload a notarized cover page via InfoReady to the Leaves and Awards Committee.

The application for a sabbatical leave will be evaluated in accordance with the established criteria and must be submitted with the following information:

1. Proposed Project

- a) The applicant shall submit a clear and detailed explanation of the proposed project, including the nature, scope and means of implementation.
- b) The inclusive dates requested for the leave must be clearly indicated with a timetable for the implementation of the proposal.
- c) The location(s) where the project will be conducted must be precisely indicated.

2. Professional Productivity and Preparation

- a) The applicant shall include a current vita containing evidence of the following:
 - i) Relevant education and research in the field of the proposed project.
 - ii) Publications and other professional accomplishments in the field of specialization.
- b) The applicant shall indicate what preparatory work has been completed specifically for this project, such as background reading, development of techniques, personnel contacts, and facility arrangements.

3. Benefits to the University (in at least one of the following)

- a) The applicant shall indicate what tangible results, if any, are to be expressed from the project. These may be in the form of publications, creative presentations, and participation in seminars, conferences, program or curricular development.
- b) The applicant shall indicate how the proposed project will benefit the applicant as a teacher and how it will benefit the students.
- c) The candidate shall indicate if and how the results of this project will lead on to future endeavors, projects and research.

Report Following Leave

Persons receiving a sabbatical leave will be expected to provide a detailed report summarizing the accomplishments achieved during the course of the leave.

Information on salary and periods of leave:

See the current contract at <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>

For the purposes of determining sabbatical policies for non-instructional faculty, counseling faculty are assumed to fall under the same guidelines as librarian faculty.

Revised: 09/06/22

InfoReady Application Tip Sheet

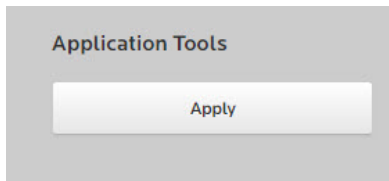
- From the home screen, click on the title of the Sabbatical Leave grant application found on the Portal page



The screenshot shows the Stanislaus State InfoReady Review Portal. At the top is the Stanislaus State logo and a navigation bar with 'STANISLAUS STATE' and 'CALENDAR'. Below the navigation bar is a welcome message: 'Welcome to Stan State's InfoReady Review Portal!'. A table displays application details, with the 'Sabbatical Leave' link highlighted by a red circle.

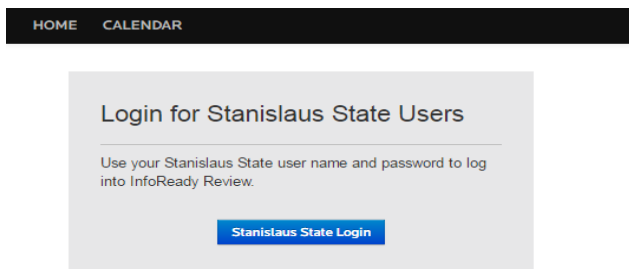
Sabbatical Leave	09/28/2020	Stanislaus State	Provost's Office	For Leave in 2021-2022
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- On the next page click on the Apply button found on the top right side of the screen.



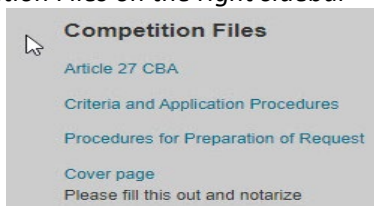
The screenshot shows the 'Application Tools' section with a prominent 'Apply' button.

- You will be redirected to another page asking for your CSU Stanislaus Credentials



The screenshot shows the login page for Stanislaus State users. It includes a 'Stanislaus State Login' button.

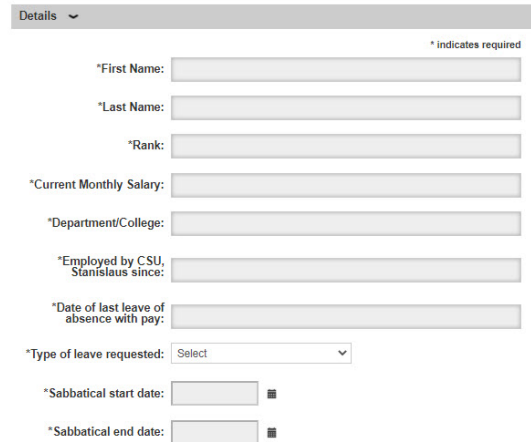
- The Sabbatical Cover page and procedures for preparing a proposals can be found under Competition Files on the right sidebar



The screenshot shows the 'Competition Files' sidebar with links to 'Article 27 CBA', 'Criteria and Application Procedures', 'Procedures for Preparation of Request', and 'Cover page'. A mouse cursor is pointing at the 'Cover page' link.

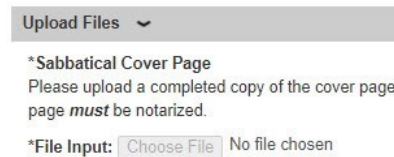
***Sabbatical Cover Page must filled out, notarized, and uploaded to the site.**

You will then be taken to the application form. Questions will be answered through entering information in a textbox, choosing from a drop down list, selecting dates from a calendar, and uploading a file.



The screenshot shows the 'Details' section of the application form. It includes fields for First Name, Last Name, Rank, Current Monthly Salary, Department/College, Employed by CSU, Date of last leave of absence with pay, Type of leave requested (dropdown), Sabbatical start date, and Sabbatical end date. Asterisks indicate required fields.

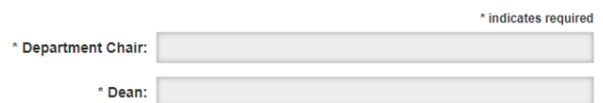
- Use the "Upload Files" section to upload your Proposal pdf. You will have to upload 3 or 4 files separately – Cover Page, Proposal, Vita, and Indemnification Bond (optional)



The screenshot shows the 'Upload Files' section. It includes a 'Choose File' button and a message: 'Please upload a completed copy of the cover page page must be notarized.'

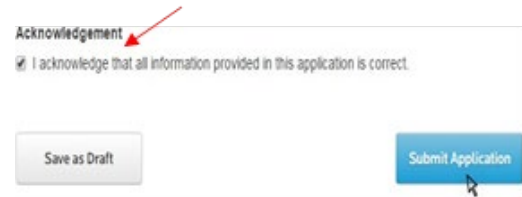
*** The Sabbatical Cover Page must be filled out, notarized, and uploaded to the site.**

- Enter your Department Chair's email address and your Dean's email address.



The screenshot shows the 'Department Chair' and 'Dean' email fields. Asterisks indicate required fields.

Before submitting your application, you must click on the acknowledgement box



The screenshot shows the 'Acknowledgement' section. It includes a checkbox for 'I acknowledge that all information provided in this application is correct.' and buttons for 'Save as Draft' and 'Submit Application'.

Remember to follow all instructions in the Procedures for Preparation of Request for Sabbatical Leave.

If you have questions regarding submitting through InfoReady, please contact mperez78@csustan.edu