

Application, Criteria, and Procedures for Leave of Absence with Pay: Difference-in-Pay Leave

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

2. Rank:

3. Current Monthly/Annual Salary:

4. Department:

5. Employed by CSU, Stanislaus since:

6. Date of last Sabbatical or Difference in Pay Leave:

Term (s) AY:

8. Effective dates for proposed leave:

Term (s) AY:

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: "X" appropriate box

I will furnish the President a bond, pursuant to the Memorandum of Understanding for Unit 3, Faculty, Section 28.11, 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.

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 Unit 3 Collective Bargaining Agreement, Article 28.11, 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 Unit 3 Collective Bargaining Agreement, Article 28.

Signature: _____

Date:

Complete

Address:

Subscribed and sworn to before me this ____ day of _____ 20____

____ Notary Public, in and for the County of _____

Department Committee of Tenured Faculty

We have included a statement to the dean (below) regarding the possible effect on the curriculum and the operation of the department. (Article 28.8)

Signed _____ Date: ____/____/____

Recommendation and Statement.

College Dean:

I have received a statement from the department committee regarding the possible effect on the curriculum and the operation of the department. (Article 28.8)

Signed _____ Date: ____/____/____

Comments:

Associate Vice President for Faculty Affairs

Having reviewed the applicants proposed plan for Difference-in-Pay Leave and statement of resulting benefits to the University, approval is ___recommended. ___ not recommended

Signed _____ Date: ____/____/____

Comments:

Criteria and Application Procedures

Eligibility

Article 28.4 states a full-time faculty unit employee shall be eligible for a difference in pay 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 difference in pay leave.

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 difference in pay leaves will also be determined by the ability of individual departments to replace the person(s) on leave.

For difference in pay 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 difference in pay 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 Requesting a Difference in pay leave

A Departmental Committee composed of tenured faculty unit employees shall review difference in pay leave requests. The Departmental Committee shall be elected by probationary and tenured faculty unit employees. A faculty unit employee applying for a difference in pay leave shall not serve on this Committee. The Department Committee will complete their review, provide a recommendation, and forward the application to the Dean. The Dean will complete his/her review, provide a recommendation including a statement on the possible effect on the curriculum and the operation of the department, and forward the application to the Associate Vice President for Faculty Affairs (AVPFA). The AVPFA will make a final recommendation and notify the faculty member, Dean, Department Chair and Department Committee.

The application for a difference in pay 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 difference in pay leave will be expected to provide a detailed report summarizing the accomplishments achieved during the course of the leave. These reports should be forwarded to the Office of Faculty Affairs.

Information on salary and periods of leave:

See the current contract at <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>

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