



**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
**OFFICE OF FACULTY AFFAIRS**

October 19, 2009

**TO:** College Deans/Library Dean/Vice President for Student Services

**FROM:** Holly Harbinger *Holly Harbinger*  
Associate Vice President for Faculty Affairs

**SUBJECT:** 2010-2011 SABBATICAL/DIFFERENCE-IN-PAY LEAVE ELIGIBILITY & APPLICATION INSTRUCTIONS

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**EVEN IN THE CURRENT BUDGET CLIMATE THERE ARE SPECIFIC CONTRACTUAL OBLIGATIONS IN THE COLLECTIVE BARGAINING AGREEMENT (CBA) REGARDING SABBATICAL LEAVE (ARTICLE 27.10). WITH THIS INSTRUCTIONAL MEMORANDUM, THE UNIVERSITY IS PROCEEDING WITH THE SABBATICAL LEAVE PROCESS TO MEET ITS CONTRACTUAL OBLIGATIONS.**

**POLICIES**

The process of recommending and awarding Sabbatical Leaves and Difference-In-Pay Leaves is governed by Articles 27 and 28 of the CBA, respectively, and by the University's policy on such leaves (Policy Statement 97-10). Copies of each are available on the Faculty Affairs Website. The purpose of this memorandum is to assist you in conducting the application/evaluation process for 2010-2011 Sabbatical/Difference-In-Pay Leaves.

**NUMBER OF SABBATICAL LEAVES TO BE GRANTED**

Consistent with Article 27.10(b) of the Collective Bargaining Agreement, a minimum of thirty-six (36) Sabbatical Leaves *will* be granted for 2010-2011. A list of the minimum number of sabbaticals to be granted by each college for 2010-2011 is attached.

**TIMELINES**

**SABBATICAL LEAVE** - Eligible faculty/librarians/counselors must submit Sabbatical Leave applications to the College/Library/Division Professional Leave Committee by **November 16, 2009**. The Professional Leave Committee must submit its recommendations to the Dean by **December 14, 2009**. The Dean must submit all recommendations to the office of the Associate Vice President for Faculty Affairs by **December 21, 2009**. The Provost and Senior Vice President for Academic Affairs will announce final decisions no later than **April 1, 2010**.

**DIFFERENCE-IN-PAY LEAVE** - Eligible applicants must submit Difference-In-Pay Leave applications to the Department/Library/Division Professional Leave Committee by **February 15, 2010**. The committee must submit its recommendations to the Dean by **March 8, 2010**. The Dean must submit all recommendations to the Office of the Associate Vice President for Academic Faculty Affairs by **March 15, 2010**. The Provost and Senior Vice President for Academic Affairs will announce final decisions no later than **April 1, 2010**.

**ELIGIBILITY**

Enclosed is a list of those faculty/librarians/counselors in your unit who are eligible for Sabbatical Leave during the 2010-2011 academic year. **Please carefully check the information on this list and notify Faculty Affairs Manager Elizabeth Martin at 5-8114 as soon as possible if revisions are needed.**

**To be eligible for a Sabbatical Leave**, an applicant must be a full-time faculty member, librarian or counselor 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 Leave or Difference-In-Pay Leave. In accord with the CBA, credit granted toward the completion of the probationary period or 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).

**To be eligible for a Difference-In-Pay Leave**, an applicant must be a full-time faculty member or librarian 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 years* since the last Sabbatical Leave or Difference-In-Pay Leave.

**For Non-Tenured faculty**, the CBA provides that non-tenured faculty members (including full-time lecturers) may be eligible for Sabbatical and/or Difference-In-Pay Leave. However, before such a leave may be awarded there must be a prior commitment by the Vice President for Faculty Affairs that the employee will be offered subsequent appointment to the University of sufficient duration to fulfill the Sabbatical or Difference-In-Pay Leave return service obligation. *Sabbatical/Difference-In-Pay Leave applications submitted by non-tenured faculty members should be considered on the basis of merit alone by the College Professional Leave Committee.*

#### **APPLICATION PROCESS**

The Sabbatical Leave application form is to be completed by all faculty/librarians/counselors who wish to be considered for Sabbatical Leave during the 2009-2010 academic year. The application form is available on Faculty Affairs website.

<http://www.csulb.edu/aa/personnel/leaves>

#### **REVIEW PROCESS**

The basic requirement for either a Sabbatical and/or Difference-In-Pay 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.” For Sabbatical Leaves, College/Library/Division Professional Leave Committees are to review each proposal and make a recommendation for or against granting the leave on the basis of the quality of the proposed project. The University Sabbatical Leave policy contains criteria upon which that determination shall be made. In forwarding recommendations to the Provost, the Dean shall consider the committee recommendations, along with program needs and budgetary implications. Only the Provost is contractually required to state reasons to the applicant for denial of a leave application, but College/Library/Division Professional Leave Committees and Deans should provide justification for any negative recommendations that are forwarded.

Please note that Article 28 of the CBA requires Difference-In-Pay Leave applications to be reviewed by a *departmental* (as opposed to college-level) committee of tenured faculty members. It will be necessary for departments to elect committees to provide recommendations on such applications.

## **The Review Process for Sabbatical Leaves Includes the Following Steps**

### **DEPARTMENT CHAIR**

1. Indicate on *each* application the *maximum number* of faculty/librarians/counselors who may be on leave without replacement at any time *without* impairing the operation of the department and the offering of its curriculum. (This estimate may be considered by the Dean and the Provost in deciding whether to grant a recommended leave.)
2. For *each* leave requested, indicate and explain whether or not the leave will adversely affect the operation of the department (as stated on the application form), if granted for 2010-2011.

### **COLLEGE/LIBRARY PROFESSIONAL LEAVE COMMITTEE**

1. Evaluate each proposal with respect to the University's criteria *and* College/Library/Division criteria.
2. Recommend for or against the granting of each leave requested. (Do not recommend the granting of a type of leave that has not been requested.) *State reasons for any negative recommendation, relative to criteria in University policy.*

### **DEAN**

1. Consider the statement of the department chair, recommendation of professional leave committee, program needs and budgetary implications.
2. Recommend whether the leave should be granted or denied. *Explain each negative recommendation, relative to professional leave committee's recommendations and University criteria, and/or program/budget implications, as appropriate.*
3. Forward recommendations, summary recommendation sheet (see attached), and the completed signed applications to **AVP HARBINGER, FACULTY AFFAIRS, BH-303.**

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### **ATTACHMENTS**

1. Eligibility List
2. Sabbatical Leave Application Form
3. College/Library Minimum Leaves
4. Summary Recommendation Sheet

### **c: Without Attachments (All attachments are online.):**

Interim Provost & Senior Vice President Para  
Associate Deans  
College Professional Leave Committees  
Department Chairs  
ASMs