



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF FACULTY AFFAIRS

October 19, 2009

TO: Full-Time Instructional and Library Faculty & Counselors

FROM: Holly Harbinger
Associate Vice President for Faculty Affairs

A handwritten signature in blue ink that reads "Holly Harbinger".

SUBJECT: 2010-2011 SABBATICAL/DIFFERENCE-IN-PAY ELIGIBILITY INSTRUCTIONS

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.

According to University records, you are eligible to apply for a 2010-2011 Sabbatical Leave and/or Difference-In-Pay Leave. Please note that the Sabbatical and Difference-In-Pay Leave Policies, Procedures and Criteria (PS 97-10) set separate deadlines for applications for Sabbatical Leaves and Difference-In-Pay Leaves. Additionally, under the CBA, eligibility requirements differ between these two types of leaves.

SABBATICAL LEAVE - Applications for Sabbatical Leave for the 2010-2011 year must be submitted to the College Professional Leave Committee by **November 16, 2009**. Awards for Sabbatical leaves will be announced on no later than **April 1, 2010**. The Sabbatical Leave Application Form is available on the Faculty Affairs website.

Restrictions on "outside employment" during sabbatical leave are specifically covered under Article 27, Section 27.15 of the CBA and Academic Senate Policy, i.e., *prior approval of the President or his designee is required in all cases where outside employment is a consideration.*

DIFFERENCE-IN-PAY LEAVE - Applications for Difference-In-Pay Leave for the 2010-2011 academic year must be submitted to the Departmental Leave Committee by **February 15, 2010**. Awards for Difference-In-Pay leaves will be announced on **April 1, 2010**.

As indicated in Section II.B of PS 97-10, a faculty member will be eligible for a subsequent Difference-in-Pay Leave after having served full time for three years after the last sabbatical or Difference-in-Pay Leave. Section IV.B. 1 through 4 describes the specific procedures for a Difference-in-Pay Leave. Section IV.B. 5 provides for an expedited review of a Difference-in-Pay Leave when a faculty member has an unexpected opportunity such as external funding or scholarship.

APPLICATION PROCESS

The Sabbatical Leave application form (<http://www.csulb.edu/divisions/aa/personnel/leaves/sabbatical/index.html>) is to be completed by all faculty/librarians/counselors who wish to be considered for Sabbatical Leave during the 2010-2011 academic year.

Note: If your proposal involves the use of human subjects (defined as "living individuals about whom an investigator conducting research obtains (1) data through intervention or interaction with the person, or (2) identifiable private information"), you will have to submit a protocol to the University Institutional Review Board for the Protection of Human Subjects. It is not required that this protocol be approved before submission or consideration of your leave proposal, but the professional leave committee and/or the dean may recommend that your leave be granted contingent upon approval of the protocol, if a protocol is required.

c: Interim Provost and Senior Vice President Para
College Deans/Library Dean/Directors
Department Chairs
Professional Leave Committee