



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

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## OFFICE OF FACULTY AFFAIRS

October 20, 2023

**TO:** College Deans, Library Dean, Vice President for Student Affairs, Associate Deans, and Department Chairs

**FROM:** Office of Faculty Affairs

**RE:** 2024-2025 Sabbatical/Difference-In-Pay Leave Eligibility and Application Instructions

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The purpose of this memorandum is to assist you in conducting the evaluation process for 2024-2025 Sabbatical/Difference-In-Pay Leaves.

### **Policies**

The process of recommending and awarding Sabbatical Leaves and Difference-In-Pay (DIP) Leaves is governed by Articles 27 and 28 of the Collective Bargaining Agreement (CBA), respectively, and by the University's policy on such leaves (Policy Statement (PS) 97-10). All of these are available via the Faculty Affairs website.

### **Number of Sabbatical Leaves to be Granted**

Consistent with Article 27.10(b) of the Collective Bargaining Agreement, a minimum of fifty-eight (58) one-semester Sabbatical Leaves will be granted for 2024-2025. A list of the minimum number of one-semester sabbaticals to be granted by each college for 2024-2025 is attached.

### **Timelines**

**Sabbatical Leave** - Eligible applicants must submit the Sabbatical Leave application by **November 8, 2023**. The Department Chair must submit an impact statement for every Sabbatical Leave application(s) by **November 9, 2023**. The College Professional Leave Committee must submit its recommendations by **December 11, 2023**. The Dean must submit all recommendations by **December 18, 2023**. The Provost will announce final decisions no later than **March 1, 2024**.

**Difference-In-Pay Leave** - Eligible applicants must submit the Difference-In-Pay Leave application by **February 6, 2024**. The Department Chair must submit an impact statement for every DIP Leave application(s) by **February 9, 2024**. The Department Leave Committee must submit its recommendations by **March 11, 2024**. The Dean must submit all recommendations by **March 18, 2024**. The Provost will announce final decisions no later than **April 1, 2024**.

### **Eligibility**

Attached is a list of those faculty/librarians/counselors in your unit who are eligible for Sabbatical Leave during the 2024-2025 academic year. If you have any questions regarding the eligibility list, please contact Ennette Morton, Director of Faculty Affairs at [ennette.morton@csulb.edu](mailto:ennette.morton@csulb.edu).

**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, service credit granted toward the completion of the probationary period shall also apply towards fulfilling the eligibility requirements for Sabbatical Leave, as well as 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 full-time 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 College 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: Online**

The Sabbatical/ Difference-In-Pay Leave application is to be submitted **online via Interfolio** by all eligible full-time faculty unit who wish to be considered for a leave during the 2024-2025 academic year. Additional leave resources including Interfolio information is available on Faculty Affairs website.

<https://www.csulb.edu/academic-affairs/faculty-affairs/sabbatical-and-difference-pay-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 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. Reviewers shall consider value of completion of the proposal, likelihood of proposal completion, and necessity of a leave for completion. The Academic Senate Sabbatical Leave policy contains more details on the 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. The College Professional Leave Committees and Deans must 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.

### **Attachments:**

1. Eligibility List
2. Minimum One-Semester Leaves

c: Provost and Senior Vice President Scissum Gunn  
Associate Vice President for Faculty Affairs Pérez  
College Professional Leave Committees  
Administrative Services Managers