



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

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## OFFICE OF FACULTY AFFAIRS

October 20, 2023

**TO:** Full-Time Instructional and Library Faculty and Counselors  
**FROM:** Office of Faculty Affairs  
**RE:** 2024-2025 Sabbatical/Difference-In-Pay Leave Eligibility and Instructions

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You are eligible to apply for a 2024-2025 Sabbatical Leave and/or Difference-In-Pay Leave. Please note that the Sabbatical and Difference-In-Pay Leave Policies, Procedures and Criteria (Policy Statement (PS) 97-10) sets 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. This information is available on the Faculty Affairs website.

<https://www.csulb.edu/academic-affairs/faculty-affairs/sabbatical-and-difference-pay-leaves>

**Sabbatical Leave** - Eligible applicants must submit the Sabbatical Leave application **online via Interfolio** for the 2024-2025 academic year by **November 8, 2023**. Awards for Sabbatical Leaves will be announced no later than **March 1, 2024**.

**Difference-In-Pay Leave** - Eligible applicants must submit the Difference-In-Pay Leave application **online via Interfolio** for the 2024-2025 academic year by **February 6, 2024**. Awards for Difference-In-Pay Leaves will be announced on **April 1, 2024**.

- 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: Online**

The Sabbatical Leave and/or 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.

Your application must include the following to be considered:

- 1) A statement indicating the detailed plan of study, research, travel or service you propose to perform during the leave period, as well as a justification of the proposed program
- 2) A current CV
- 3) Your most recent sabbatical/difference-in-pay leave report, if applicable

Additional leave resources including Interfolio information is available on the Faculty Affairs website.

<https://www.csulb.edu/academic-affairs/faculty-affairs/sabbatical-and-difference-pay-leaves>

## Conditions of Leave

Restrictions on faculty work and/or “outside employment” during Sabbatical Leave are specifically covered under Article 27, Section 27.18 of the CBA and Academic Senate Policy, i.e., prior approval of the President or their designee is required in all cases where additional and/or outside employment is a consideration. Requests for an exception must be made to the Provost in writing and should include a detailed rationale, including the relationship of the proposed employment to the sabbatical project.

Faculty on Sabbatical Leave are “on leave” to complete the specific project that was approved through the application process. Therefore, faculty shall not engage in teaching or service to the department, college, or University while on leave.

However, an exception to this condition of leave may be sought by the faculty member on a volunteer basis. Prior written approval of the President or their designee is required in all cases. Please submit a “Request for Exception Condition of Leave” form to the Office Faculty Affairs. For more information, please e-mail: [sabbatical@csulb.edu](mailto:sabbatical@csulb.edu)

Criteria for an exception include:

- Negative impact to a critical University function or process (e.g., a University council with no alternate system and whose work could not get completed without this particular faculty member.)
- Negative impact on students (e.g., thesis supervision for students in their final semester).

Faculty on Sabbatical Leave shall retain all of their normal faculty privileges (e.g., access to office space, parking, library, etc.).

**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.

Upon completion of the Sabbatical Leave, faculty will be required to submit a 2-to-3-page report of the work accomplished during the Sabbatical Leave. The report must be submitted in Interfolio no later than April 1 for a Fall leave and October 1 for a Spring or Academic Year leave.