CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF FACULTY AFFAIRS

November 21, 2026

TO: Deans, Vice President for Student Affairs, Associate Deans, and Department Chairs

FROM: Office of Faculty Affairs

RE: 2027-2028 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 2027-2028 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 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 2027-2028. A list of the minimum number of one-semester sabbaticals to be granted by each college for 2027-2028 is attached.

Timelines

Sabbatical Leave - Eligible applicants must submit the Sabbatical Leave application online via Interfolio by **November 5, 2026**. The Department Chair must submit an impact statement for every Sabbatical Leave application(s) by **November 6, 2026**. The College Professional Leave Committee must submit its recommendations by **December 7, 2026**. The Dean must submit all recommendations by **December 14, 2026**. The Provost will announce final decisions no later than **March 1, 2027**.

Difference-In-Pay Leave - Eligible applicants must submit the Difference-In-Pay Leave application online via Interfolio by **February 1, 2027**. The Department Chair must submit an impact statement for every DIP Leave application(s) by **February 5, 2027**. The Department Leave Committee must submit its recommendations by **March 8, 2027**. The Dean must submit all recommendations by **March 15, 2027**. The Provost will announce final decisions no later than **April 1, 2027.**

Eligibility
Attached is a list of those faculty/librarians/counselors in your unit who are eligible for Sabbatical Leave during the 2027-2028 academic year. If you have any questions regarding the eligibility list, please contact Syan Wiggins, Executive Director of Faculty Affairs at sabbatical@csulb.edu.

To be eligible for a Sabbatical Leave, an applicant must be a full-time faculty unit employee 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 unit employee 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 based on 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 2027-2028 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
Per the CBA, the basic requirement for either a Sabbatical and/or Difference-In-Pay Leave is that it be "for 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 based on 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 shall provide justification regardless of recommendation (grant or deny)**.

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