

## Sabbatic Leave: Faculty Application

Refer to Sabbatic Leave Procedures in the Faculty Handbook for instructions concerning completion and processing of this Sabbatic Leave Application and the attached Review forms.	
Applicant:	Submission date:
Academic or Administrative Rank:	Department:
Duration of Leave requested (choose one ):	Half year at full pay Full year at half pay
Inclusive Dates of Proposed Leave:	
Length of Service in CSU:	Previous Sabbatic Leaves and Date(s):
(Applicant must have completed six (6) years of full-time service at the University or six (6) years of full-time service since a previous sabbatic leave. If previous sabbatic leave has been granted, as per the Academic Leave Bylaws and the AAUP contract, you MUST include a copy of a written statement setting forth the experiences and accomplishments attained in pursuit of the goals set forth in the original proposal.)	
<b>Application Requirements:</b> Sabbatic leave is for the purpose of scholarly and creative endeavors that strengthen the professional competence or enrich the teaching of members. The leave must provide value and benefit to the University and the CSU system. <i>NOTE:</i> This application will be reviewed by colleagues who work outside of your discipline, so please present a clear statement that explains the work to non-specialists. Please try to keep this narrative to less than five pages. Include the following:	
A. <b>Project Description:</b> What is the research, project or creative activity you intend to execute? What do you plan to do? Provide an abstract of no more than 100 words, then clearly state your specific goals.	
B. <b>Literature Review &amp; the Field</b> How is this work relevant to a body of literature, scholarly knowledge, or creative activity? How does this project contribute to an existing body of work? Why does this project matter? Explain why you have the specific knowledge and skills necessary to achieve your goals.	
C. <b>Work Plan.</b> Explain how you will execute the project. Provide a time line explaining how you will proceed in the time requested. Include an explanation of how you will ensure you have appropriate facilities and professional contacts. How do you plan to do this? Provide an itinerary if necessary.	
D. <b>Outcomes and Reporting.</b> What are the plans for reporting on this work, for publishing, presenting, or executing this project? Focus on the impact on your research and discipline. Explain how your project will contribute to curriculum development and/or student learning, and how it will support the university's strategic plan.	
The applicant will submit a single PDF document that includes the application form and any supporting materials, such as CV and reports of previous sabbatic leave.	
Applicant's Signature & Date:	
<b>Submission Instructions:</b> By close of business on September 28 <sup>th</sup> , please print, sign, scan, and submit an electronic copy of this application and all related materials, in one PDF, to the Chair of the Academic Leave committee. Also submit a copy of the application and all materials to your appropriate departmental sabbatical leave committee and Dean, Director, and or Supervisor for their review. Follow up to ensure the appropriate reviews are submitted to the Chair of the Academic Leave committee.	

Revised: Aug. 1984; Mar. 1985; Sept. 1988  
 Senate approval: Nov. 16, 1988  
 Admin. Approval: Jan. 2, 1990  
 Senate Approval: Apr. 26, 1991 (R91-4-8)  
 Admin. Approval: May 15, 1991

Revised Senate: R-09-03-05  
 Admin. Approval 7/14/09  
 Senate Approval: 5/6/20  
 Admin. Approval 8/18/2020