

## MEMORANDUM

September 12, 2006

**To:** All Full-time Faculty

**From:** Janette Redd Williams  
Interim Associate Vice President for Academic Affairs

**Re: Sabbatical Leave and Difference in Pay Leave Applications for AY 2007-2008**

In accordance with the campus Policy on Faculty Leaves of Absence (APM 361), I have included information regarding sabbatical and difference in pay leaves. The deans must make final decisions on sabbaticals and DIP requests by December 11, 2006. Deadlines for submitting leave applications are determined in each college/school.

The policies governing sabbatical and difference in pay leaves are as follows:

### Collective Bargaining Agreement

Article 27 Sabbatical Leaves  
Leaves  
Article 28 Difference in pay leaves

### Campus Policy

APM 361 Policy on Faculty  
of Absence

### ELIGIBILITY

1. SSP-AR faculty (Student Affairs) are eligible for sabbatical and difference in pay leaves.
2. Full-time faculty, including full-time lecturers, are eligible to apply for an initial sabbatical leave or a difference-in-pay leave after six (6) years of full-time employment, including service credit, at this campus during the last seven (7) years.
3. Full-time faculty, including full-time lecturers, are eligible to apply for a subsequent sabbatical leave after an additional six (6) years of full-time employment at this campus during the last seven (7) years.
4. Full-time faculty, including full-time lecturers, are eligible to apply for a subsequent difference in pay leave every three (3) years of full-time employment after the last sabbatical or difference in pay leave.

### TARGETS

Under Article 27.10(b) of the CBA, the campus target for sabbatical leaves in academic year 2007-2008 remains at 33, but is subject to future bargaining. DIPs are not counted as part of the target. Target numbers for each unit are determined by the number of eligible faculty in each college/school, the Library, and Student Affairs. We will notify you shortly of the targets.

Colleges/schools may exceed the target number but may not award fewer leaves unless the number of acceptable proposals is insufficient. Budget or lack of resources for leave replacement purposes may be cited as a reason for not approving a sabbatical leave proposal only after the target number has been met. If the college/school has not met the target number, reasons for not approving a sabbatical leave proposal are limited to unacceptable quality of the proposal.

### **CALCULATING DIP INCOME**

The salary for a difference in pay leave for an instructional faculty member is the difference between the faculty member's salary and the minimum salary of the instructor rank. Currently, the minimum salary of the instructor rank is \$37,692 per year. Librarians and SSP-AR's should contact Academic Personnel Services for the comparable rank and salary for their classifications.

### **FORMS AND INSTRUCTIONS**

All forms relating to sabbatical and difference in pay leaves may be found on the Academic Personnel Services website. Forms are in a .pdf format and may be completed on the web prior to printing. Included with the forms is a copy of the Promissory Note.

The website can be found at: <http://www.csufresno.edu/aps/forms/leaves.html>

Also included is an Outline for a Sabbatical/DIP proposal for you to use in preparing your proposal.

### **ADDITIONAL INFORMATION**

In the event that a recipient of a sabbatical or difference in pay leave must alter the leave proposal before the leave has begun or during the leave, an amended written proposal shall be submitted for approval by the Dean prior to implementation.

If a faculty member declines to accept an approved sabbatical or difference in pay leave or if the leave has been withdrawn because a requested alteration in the leave proposal is not approved, the Dean, in consultation with the College/School Leave Committee, may consider any leave application that was not approved. Sabbaticals

and difference in pay leaves may not be deferred. The Dean shall notify the Provost immediately of any changes in approved leaves.

Upon approval of a sabbatical or difference in pay leave, the applicant must file an acceptable bond, provide a list of assets, or sign a promissory note sufficient to guarantee the State against loss if the faculty members fails to render one semester of service for each semester of leave.

Difference in Pay Leaves could have implications for service credit towards retirement in PERS. Please consult with the Benefits Office for details (8-2155).

### **WORKING ON CAMPUS WHILE ON LEAVE**

When you request a sabbatical/difference in pay leave, you are stating that the purpose of the leave is to accomplish a project that could not otherwise be done. Therefore, while on leave, you may not attend department faculty meetings; participate in the RTP process; participate on search committees; participate on project/thesis committees or otherwise perform normal work responsibilities on the campus.

### **ADDITIONAL INCOME**

A person on a sabbatical or difference in pay leave shall not accept additional and/or outside employment without prior written approval by the Provost.

If you have any questions, please contact Academic Personnel Services at 8 - 3027.

c: Deans