



**To:** Amy Fleischer, Damon Fleming, Keith Humphrey,  
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**From:** Cynthia Jackson-Elmoore, Ph.D. *CJE*  
Provost and Executive Vice President

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**Subject:** Sabbatical and Difference-in-Pay Leaves 2023-24

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Leaves with pay are intended to provide a benefit to the university through research, scholarly and creative activity, instructional improvement, or faculty retraining. There are two types of leaves with pay: sabbatical and difference-in-pay. The projected list of faculty unit employees eligible to apply for leaves with pay to be taken during 2024-25 is enclosed. **Department heads/chairs** should review the list of eligible faculty carefully with department faculty and bring any corrections or omissions to the attention of Lindsay Howell in Academic Personnel ([lmhowell@calpoly.edu](mailto:lmhowell@calpoly.edu)/6-6574) by October 4.

### Eligibility Criteria and Notification

**College Deans/equivalent** are responsible for notifying eligible faculty and advising them of the application deadline. Deans or college personnel analysts are requested to email confirmation to Academic Personnel ([academic-personnel@calpoly.edu](mailto:academic-personnel@calpoly.edu)) when all eligible faculty have been notified.

**Sabbatical Leave Eligibility:** Full-time faculty unit employees, except coaches, are eligible to take an approved sabbatical leave after completing six academic years of full-time service within the past seven years, or at least six years after a previous sabbatical or difference-in-pay leave. Service credit granted towards the completion of the probationary period for tenure-track faculty shall also apply towards fulfilling the eligibility requirement for a sabbatical. Eligible academic year faculty unit employees may apply for a sabbatical leave of one quarter in length at full pay, two quarters at 75% pay, or three quarters at 50% pay. Eligible 12-month faculty unit employees may apply for a sabbatical leave of 3 months in length at full pay, 6 months at 75% pay, or 9 months at 50% pay.

**Difference-in-Pay Leave Eligibility:** The initial eligibility requirement for a difference-in-pay leave is the same as above for sabbatical leaves (six years of full-time service within the past seven years). For a *subsequent* difference-in-pay leave, faculty unit employees become eligible after serving full-time for *three academic years* following the last sabbatical or difference-in-pay leave. Eligible 12-month faculty unit employees may apply for a difference-in-pay leave of 3 months, 6 months, or 9 months in length.

**12-Month Faculty, Department Heads/Chairs, and Grant-Related Instructional Faculty (GRIF):** The start date of a leave for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term. Faculty employees serving as department head/chair (class codes 2481 or 2482) shall be assigned to the equivalent instructional faculty classification (2360 or 2361) for the duration of the leave, and will not receive the department head/chair salary increase while on leave. Grant-related instructional faculty (GRIF) must be converted to instructional faculty classifications for the duration of leave.

## Leave Application Review and Recommendations

The “Application for Leave of Absence with Pay” form AP 112 is available on the Academic Personnel website for applicants to complete (<https://academic-personnel.calpoly.edu/content/policies/lwp>). **Since the AP 112 has been revised for 2024-25, all applicants should submit their requests to the Dean’s Office or equivalent using the revised form dated September 2023.**

**Leave applications** must include clearly stated outcomes that benefit the university or CSU in the areas of research, scholarly and creative activity, instructional improvement, or faculty retraining. It is critically important that those involved in reviewing leave applications recommend approval only of those applications that satisfy departmental, college and university criteria and meet the requirements of Articles 27.5--27.7 and 28.7--28.9 of the collective bargaining agreement.

**Department Leave Committee** members shall be elected by tenured and probationary faculty from that department. Faculty members eligible for membership are tenured, and not applying for a leave with pay. Department Leave Committees shall review all difference-in-pay leave applications and make a recommendation based on the quality of the leave proposal. Departments may choose to have their DLC review applications for sabbaticals. If so, the composition of the committee and its responsibilities are the same as for review of DIP leave applications. Departments choosing to have the DLC review sabbatical applications shall specify this process in their personnel policies.

**Department Heads/Chairs** are expected to state whether the department has adequate resources to replace faculty members, and whether such a leave, if approved, would cause undue hardship to offer the department's program(s). If multiple leaves are recommended for approval, the department head/chair should include a summary of how they will meet the teaching and other needs of the department if all recommended leaves are approved. If applicant is the current department head/chair, recommendation should be made by the appropriate associate dean.

**College Professional Leave Committee/equivalent** members shall be elected from each department by tenured and probationary faculty from that department. Faculty members eligible for membership are tenured, and not applying for a leave with pay. The CPLC/equivalent shall review all sabbatical leave applications (and DIP applications, if applicable) and, per UFPP12.4.11, may interview all applicants before making a recommendation to the dean based on the quality of the proposals. If a college personnel policy is silent on the subject of interviews, the dean must notify applicants to indicate whether an interview will occur. The CPLC/equivalent shall rank order all recommended sabbatical leave applications (and DIP applications separately, if applicable). The committee chair shall indicate the committee’s recommendation. The CPLC/equivalent must clearly state in its report to the dean its reasons for recommending denial of an application, and this report should be forwarded to the dean along with the leave applications. Please refer to the Leave with Pay Guidelines for additional information.

**Deans** are expected to consider the following points when making recommendations for leaves with pay: 1) the benefit of the leave to the university; 2) the merit of the proposal; 3) program needs; and 4) campus budget implications. **Deans must verify that post-leave reports have been completed for all previous leaves with pay prior to recommending approval for the 2024-25 academic year.** Faculty members from small departments should not be disadvantaged from obtaining a leave. In some cases, deans may need to temporarily redirect resources to mitigate a potential hardship on a small department. Although replacement positions are not budgeted for those on sabbatical leave, departments will retain the partial salary savings from two and three quarter sabbatical leaves and any difference-in-pay leaves. Difference-in-pay leaves will create residual funds at the minimum salary of the Instructor rank since the faculty member on leave will have a reduced salary by that amount for the duration of leave. (The current Instructor rank salary is \$4,530 per month for AY faculty and \$5,168 for 12-month faculty.) Costs of hiring any replacement faculty members are the responsibility of the respective program. Deans shall rank order all sabbatical leave applications that are being recommended (including all one, two and three quarter sabbatical applications). Deans shall separately rank order all difference-in-pay leave applications that are being recommended.

**College Personnel Analysts** should verify that all applicants are eligible for the type of leave being requested. Analysts are requested to prepare the Leave with Pay Summary spreadsheet provided by Academic Personnel to include the recommendations and rankings of the dean, CPLC/equivalent, department head/chair, and departmental leave committee, and a one paragraph abstract or summary of the proposal. ***A copy of the completed leave application form with all appropriate signatures and a copy of the leave abstract and detailed leave proposal should be placed into the candidate's Personnel Action File.*** The Leave with Pay Summary spreadsheet, completed applications, and all supporting information and recommendations are to be forwarded to the provost by the deadline established on the Leave with Pay Calendar.

**Applications for three quarter sabbatical leaves** must meet the criteria set forth in Articles 27.5--27.8, including consideration of the quality of the proposal, effect on the curriculum and the operation of the department, other campus program needs, and campus and college budget implications. The university seeks to grant no fewer one and two quarter sabbatical leaves than twelve percent (12%) of the total number of eligible faculty. Approved three quarter sabbatical leaves do not count toward the 12% target. The following target numbers of leaves are based on the proportion of eligible faculty in each college. They are to be used only as a guideline to determine the number of one or two quarter sabbatical leaves for each college/unit. The targets illustrate one model whereby the university could meet its sabbatical leave target.

<u>College/Unit</u>	<u>Initial Target Number of Sabbatical Leaves*</u>	<u>College/Unit</u>	<u>Initial Target Number of Sabbatical Leaves*</u>
CAFES	5	CLA	8
CAED	4	BCSM	9
OCOB	2	<u>Library/CH&amp;W</u>	<u>1</u>
CENG	8	<b>Total</b>	<b>37</b>

*\*subject to change after eligibility lists are verified by colleges*

**Sabbatical and Difference-in-Pay Leave Recipients** must complete the Leave Agreement (AP112-B) and Promissory Note (AP112-C) before a Notary Public and file with Academic Personnel before the commencement of their approved leave. Details regarding this requirement will be sent to successful leave recipients at the time of notification. Leave recipients must submit a post-leave report to the college dean/equivalent (with a copy to the department head/chair) within two months of their return from leave. The college dean is responsible for requesting and ensuring that the required post-leave report is obtained from each faculty member who took leave with pay upon the faculty member's return to teaching. Upon receipt, the post-leave report should be filed in the faculty member's PAF. Following the conclusion of faculty sabbatical/DIP leaves, the faculty contract requires recipients to return service to the CSU equivalent to the period of leave taken. Faculty who fail to return to Cal Poly employment will be required to repay the university for the amount of salary and benefits earned for the duration of their sabbatical/DIP leave.

Questions regarding leave with pay policy, corrections to the eligibility lists and process-related questions may be referred to Lindsay Howell ([lmhowell@calpoly.edu](mailto:lmhowell@calpoly.edu)/6-6574).

**Appendices:**

1. Guidelines (pages 4-7)
2. Calendar (page 8)

**Enclosures/References:**

1. Leave with Pay Eligibility Lists
2. Application for Leave with Pay (AP 112 Rev. 9/2023)  
(<https://academic-personnel.calpoly.edu/content/policies/lwp>)
3. CBA Article 27 (Sabbatical Leaves)  
(<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article27.pdf>)
4. CBA Article 28 (Difference-in-Pay Leaves)  
(<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article28.pdf>)

## Leave with Pay Guidelines

### General Principles

- A. Purpose:  
Leaves of absence with pay may be granted to faculty members for purposes of research, study, scholarly and creative activity, instructional improvement, retraining, service, or travel appropriate to their positions at the university.
- B. Eligibility:
1. Full-time faculty unit employees, except coaches, shall be eligible for a sabbatical leave if they have served full time for six (6) years in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference-in-pay leave. (CBA 27.2)
  2. Full-time faculty unit employees, except coaches, shall be eligible for a difference-in-pay leave if they have served six (6) years in the preceding seven (7) year period prior to the leave, or three (3) years after their last sabbatical or difference-in-pay leave (CBA 28.4).
  3. All eligible faculty whose leave applications are judged to have merit by their departments and by their College Professional Leave Committees/equivalent, and which meet college and university criteria, should be granted leaves with pay. Recognizing that such leaves with pay, however meritorious, can have a negative impact on budget and staffing, leave applications shall be prioritized at the departmental and college level. It is also important, therefore, that the department head/chair's recommendations regarding a leave application state clearly whether the department has adequate resources to replace a faculty member, and whether such a leave, if approved, would cause an undue hardship on the department's ability to offer its program.

### General Guidelines

- A. The following general characteristics are expected in proposals for a sabbatical or difference-in-pay leave:
1. A single paragraph abstract or summary of the proposal.
  2. A current resume or curriculum vitae.
  3. Core content that includes:
    - (1) an abstract that introduces the proposed work;
    - (2) a description of the project that includes the methodology, objectives, theoretical justification, and significance of the project;
    - (3) a timeline for completion of the project;
    - (4) a description of the expected outcomes and how the findings will be used; and
    - (5) a statement justifying the requested resources needed to complete the project.
  4. Supporting documentation from universities, employers, or institutions that might be sponsoring the project (if appropriate).
  5. Annotated literature search indicating the need for the project (if appropriate).
  6. A statement of the benefits that will accrue to the university, to the candidate's profession, and/or to the students.
  7. A statement of the probability of completion of the proposed project. This should include a statement of:
    - (1) the feasibility of the proposal;
    - (2) the applicant's background in relation to the proposal; and
    - (3) the amount of preparation for the leave as evidenced by advanced study or research (if appropriate).
  8. A statement of the urgency of the proposed leave in terms of its benefit to the university.
- B. If a faculty member granted a leave subsequently withdraws their application, the dean/equivalent may recommend another candidate after reconsidering those whose applications were previously recommended for approval by the CPLC/equivalent but were subsequently denied based on campus program needs or for budgetary reasons.
- C. If there are no other applicants from the college/units where a vacancy exists, a candidate from one of the other colleges/units whose application was similarly denied may be considered by the provost.
- D. Requests by an applicant for a change from a difference-in-pay leave to a sabbatical leave may not be made after the professional leave applications have been forwarded to the provost.

- E. An applicant whose leave is approved for one or two quarters may reschedule their leave for a different one or two quarter period within the same academic year. This allows the faculty some flexibility between the time of their initial application and the commencement of the leave. Such requests must be made in writing to the provost and must have department and college concurrence. Sabbatical leaves approved for all three quarters may not be subsequently converted to one or two quarter(s) duration without the provost's approval.
- F. Faculty on sabbatical or difference-in-pay leaves are considered to be in full-time employment status for purposes of additional compensation, regardless of the length of leave and reduction in salary while in leave status. Additional compensation or employment opportunities must clearly relate to the applicant's proposal and must be approved by the provost as soon as they are known.

### **Department Leave Committees**

- A. Membership:  
Members shall be elected by tenured and probationary faculty from that department. Faculty members eligible for membership are tenured, and not applying for a leave with pay. Departments shall configure their DLC so that their representative to their college's Professional Leave Committee (PLC) is not reviewing leave cases within the department.
- B. Committee Chair:
  - 1. The committee chair must be a member of the DPLC and shall be elected by the members of the DPLC.
  - 2. The chair is responsible for forwarding the difference-in-pay leave applications and DPLC recommendations to the department head/chair.
- C. Committee Functions:
  - 1. Review all difference-in-pay applications, and, depending on college and department policies, may review sabbatical leave applications.
  - 2. Difference-in-pay applications that do not meet established university and college guidelines should be given a negative recommendation.
  - 3. Recommend to the department head/chair approval or denial of the applications based on college procedures and criteria.
  - 4. For all difference-in-pay proposals that are being recommended, provide to the department head/chair a rank-ordered list.
  - 5. The DPLC must clearly state in its report to the department head/chair its reasons for recommending denial of an application.

### **College-wide Professional Leave Committees (CPLC)**

- A. Membership:  
One member shall be elected from each department by tenured and probationary faculty from that department. Faculty members eligible for membership are tenured, and not applying for a leave with pay.  
As per UFPP 12.4.9.3, when colleges have their CPLC review sabbatical and difference in pay leaves, the faculty involved in the departmental review of leave applications shall not serve on the CPLC.
- B. Committee Chair:
  - 1. The committee chair must be a member of the CPLC and shall be elected by the members of the CPLC.
  - 2. The chair is responsible for forwarding the college procedures and criteria to the dean.
  - 3. The chair is responsible for forwarding the sabbatical leave applications and CPLC recommendations to the dean.
- C. Committee Functions:
  - 1. Review and/or recommend college leave with pay procedures and criteria.
  - 2. Review all sabbatical applications and interview all applicants if required by the college/unit. (Some college procedures require CPLC to also review and interview difference-in-pay applicants.)
  - 3. Sabbatical applications that do not meet established university and college guidelines should be given a negative recommendation.
  - 4. Recommend to the dean approval or denial of the applications based on college procedures and criteria.
  - 5. For all sabbatical proposals that are being recommended, provide to the dean a rank-ordered list.
  - 6. If applicable per college policy, for all DIP proposals that are being recommended, provide to the dean a rank-ordered list.
  - 7. The CPLC must clearly state in its report to the dean its reasons for recommending denial of an application.

8. The CPLC will provide a summary report to the dean that includes the following information for each applicant:
- name
  - academic rank
  - department
  - recommendations of the department and CPLC
  - one paragraph abstract or summary of the proposal
  - relative ranking (if applicable)

### **Library Professional Leave Committee (LPLC)**

- A. Membership:  
Librarians eligible for membership are tenured and not applying for a leave with pay.
- B. Committee Chair:
1. The committee chair must be a member of the LPLC and shall be elected by the members of the LPLC.
  2. The chair is responsible for forwarding all leave with pay applications and LPLC recommendations to the dean of Library Services.
- C. Committee Functions:
1. Review and/or recommend Library leave with pay procedures and criteria.
  2. Review all leave with pay applications and interview all applicants if required by Library.
  3. Leave with pay applications that do not meet established university and Library guidelines should be given a negative recommendation.
  4. Recommend to the dean of Library Services approval or denial of applications based on Library procedures and criteria.
  5. If more than one sabbatical leave proposal is being recommended, provide to the dean of Library Services a rank-ordered list.
  6. The LPLC must clearly state in its report to the dean of Library Services its reasons for recommending denial of an application.
  7. The LPLC will provide a summary report to the dean of Library Services that includes the following information for each applicant:
    - name
    - rank
    - department
    - recommendations of the LPLC
    - one paragraph abstract or summary of the proposal
    - relative ranking (if applicable)

### **Counseling Services Professional Leave Committee (CSPLC)**

- A. Membership:  
Counselors (SSP-AR) and librarians eligible for membership are tenured and not applying for a leave with pay.
- B. Committee Chair:
1. The committee chair must be a member of the CSPLC and shall be elected by the members of the CSPLC.
  2. The chair is responsible for forwarding all leave with pay applications and CSPLC recommendations to the Director of Counseling Services.
- C. Committee Functions:
1. Review and/or recommend Counseling Services leave with pay procedures and criteria.
  2. Review all leave with pay applications and interview all applicants if required by Counseling Services.
  3. Leave with pay applications that do not meet established university and Counseling Services guidelines should be given a negative recommendation.
  4. Recommend to the Director of Counseling Services approval or denial of applications based on Counseling Services procedures and criteria.
  5. If more than one sabbatical leave proposal is being recommended, provide to the Director a rank-ordered list.
  6. The CSPLC must clearly state in its report to the Director its reasons for recommending denial of an application.

7. The CSPLC will provide a summary report to the Director that includes the following information for each applicant:
  - name
  - rank
  - department
  - recommendations of the CSPLC
  - one paragraph abstract or summary of the proposal
  - relative ranking (if applicable)

## 2023-24 Calendar for Processing Professional Leave Applications

(For Leaves Effective 2024-25)

<b>September 25</b>	<b>Academic Personnel</b> distributes Leave with Pay eligibility lists, target allocations, and deadlines to the deans and department heads/chairs. As soon as possible after receiving the eligibility lists, <b>Deans/equivalent administrators notify eligible employees of eligibility and application deadline.</b>
<b>Sept 25 – Oct 4</b>	<b>Department heads/chairs</b> review eligibility lists and bring corrections to attention of college dean's office.
<b>October 4</b>	<b>Colleges</b> provide all corrections to eligibility lists and copies of current Leave with Pay criteria statements to Academic Personnel.
<b>November 6</b>	<b>Candidates</b> are responsible for submitting applications for leave with pay to <b>Dean's Office</b> or equivalent.
<b>November 17</b>	Following consultation with the departmental faculty, <b>department head/chair</b> forwards to the dean/appropriate administrator all leave applications, to include a statement regarding the possible effect on the curriculum and operation of the department should the employee be granted a leave with pay (CBA 27.6, 28.7 and 28.8). <b>Deans</b> transmit applications to CPLC chair for review.
<b>December 13</b> <i>(Wednesday of Fall Quarter Finals Week)</i>	<b>CPLC/equivalent</b> shall complete their review of sabbatical leave applications and interview candidates for sabbatical leaves on or before this date, if interviews are required. (CPLC/equivalent review/interview difference-in-pay leave applicants if required by college/library/counseling procedures).
<b>December 15</b> <i>(Friday of Fall Quarter Finals Week)</i>	Recommendations of the <b>CPLC/equivalent</b> are forwarded, along with the applications, to the dean with a summary report containing the following information for each applicant in ranked order: name, rank, department, recommendations, ranking, and a one paragraph abstract or summary of the proposal.
<b>January 18</b>	<b>Deans/equivalent</b> forward to the Provost on the Leave with Pay Summary Spreadsheet provided by Academic Personnel: <ul style="list-style-type: none"><li>♦ a copy of their recommendations and rankings;</li><li>♦ the CPLC/equivalent recommendations and rankings;</li><li>♦ the department head/chair recommendations;</li><li>♦ the departmental leave committee recommendations;</li><li>♦ a one paragraph abstract or summary of the proposal;</li><li>♦ all sabbatical and difference-in-pay leave applications;</li><li>♦ all sabbatical and difference-in-pay leave recommendations;</li><li>♦ a report of the criteria and procedures followed in the recommendation process.</li></ul>
<b>March 1</b>	<b>Provost/Executive Vice President for Academic Affairs</b> notifies applicants of final decision.
<b>May 3</b>	<b>Sabbatical and Difference-in-Pay Leave Recipients</b> must complete notarization of Leave with Pay Agreement (AP 112-B) and Promissory Note (AP 112-C).
<b>Within Two Months of Return from Leave</b>	<b>Sabbatical and Difference-in-Pay Leave Recipients</b> must submit a post leave report to the college dean/equivalent (with a copy to the department head/chair), which should be filed in the faculty member's PAF.