

Resolution on HSU Application for Sabbatical Leave
(#02-96/97-FA)

- WHEREAS, In Resolution on the Recommended Guidelines and Policies for the Professional Leave Committee (#14-95/96-FA) the Humboldt State University Academic Senate approved a revised Application for Sabbatical Leave; and
- WHEREAS, Said application failed to address provisions of the Memorandum of Understanding regarding use of University resources and additional employment, and Humboldt State University policies regarding fulfillment of conditions of leave; and
- WHEREAS, Clarity in the Application for Sabbatical Leave relative to Memorandum of Understanding guidelines and Humboldt State University policies serves the faculty, Professional Leave Committee and University; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends the adoption of a revised Application for Sabbatical Leave [see attachment] which specifically addresses the above-stated provisions of the Memorandum of Understanding and Humboldt State University policies.

Humboldt State University

APPLICATION FOR SABBATICAL LEAVE

(As provided by Title 5 of the California Administrative Code Sections 43000-43008)

PART I

- Name of Applicant _____
Last First Middle
- Academic rank and class, or title _____
- College and Department _____
- Employed by the CSU since ____/____/____
- Current salary step and annual salary _____
- Date of last sabbatical leave ____/____/____
- Type of leave requested:
____ One semester at full pay
____ Two semesters at one-half pay
- Effective dates for proposed leave:
First choice: From _____ Through _____
Second choice: From _____ Through _____
- I will file a report on the professional activities undertaken during the leave pursuant to the Sabbatical Leave Proposal in accord with the standards for preparation of such reports. (See page 4.)

Signature of applicant

APPLICATION FOR SABBATICAL LEAVE

PART II

PREFACE

In accordance with the CBA 27.5, the Professional Leave Committee of HSU “. . .shall consider questions related to the quality of the proposed sabbatical leave.” Please provide the information requested below. Use the format provided. Brevity will be appreciated. Include copies of letters from scholars, institutes, granting agencies, and other pertinent documentation that supports the proposal. Do not submit copies of publications, creative works, etc.

SABBATICAL LEAVE PROJECT PROPOSAL

1. **Description of Sabbatical Proposal:**

Please write a description of the project in language that can be understood by an educated lay-person. Describe the purpose and goals of the project and how you intend to achieve the described goals. Avoid the use of specialized or technical language unless the terms are clearly explained.

2. **Benefits to CSU:**

Please describe, according to the CBA 27.1, the benefits that will accrue to the University and its students; “. . . sabbatical leave shall be for purposes that provide a benefit to the CSU.” Ways in which the University and its students may be benefitted by the sabbatical leave include, but are not limited to, research, scholarship and creative activity, instructional improvement, retraining, and maintaining currency in one's field.

The CSU and the HSU Professional Leave Committee consider the articulation of these benefits to be primary in evaluating proposals for sabbatical leave. The Professional Leave Committee also considers the likelihood of achieving the goals of the proposed project to be a significant factor in evaluating the proposal.

3. **Resources:**

Please itemize, according to the CBA 27.3, what CSU resources, if any, will be necessary to carry out the stated purposes of this sabbatical leave.

Routing and number of copies required:

Application Parts I & II (including documentation)

Vice President for Academic Affairs	6 copies
College Dean	1 copy
Department Chair	1 copy

Certification Page

Vice President for Academic Affairs	1 copy
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CERTIFICATION PAGE

_____ I will furnish the President a bond, pursuant to Title 5 of the California Administrative Code, Section 43005, to indemnify the State of California against loss in the event I do not return to render one term of service in the California State University for each term of leave.

OR

_____ I request that the President waive said bond. I agree to return to the service of the California State University and render at least one term of service for each term of leave following my return from the leave of absence granted me. In support of this request, and pursuant to Title 5 of the California Administrative Code, Section 43005, I submit the following list of assets (the value of which is in excess of that salary to be paid to me during leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure.

DESCRIPTION OF ATTACHABLE ASSETS

(Do NOT include the current balance in retirement fund, per Government Code Section 21201)

I understand that I shall not accept additional and/or outside employment without prior approval of the President (CBA 27.15).

I recognize that this leave, if granted, will be pursuant to Sections 43000 through 43008 of Title 5 of the California Administrative Code, the Chancellor's Executive Order No. 37, and the policies and procedures specified in FSA 67-19, and the current Collective Bargaining Agreement, together with any amendments subsequently issued thereto. I further recognize that no agreement beyond this leave is implied or stated. I agree to abide by the terms of the Title 5 sections stipulated, and the current Collective Bargaining Agreement (Article 27), and the policies and procedures referred to therein should this application be approved.

Signature of Applicant

Address _____

Date _____

Subscribed to and Sworn to before me this ____ day

of _____, 19_____.

Notary Public

STANDARDS FOR PREPARATION OF SABBATICAL LEAVE REPORT

1. The specific form of the report should be in accordance with acknowledged standards for scholarly reporting.
2. The substance of the report should contain, but need not be limited to, such information as:
 - a. objectives and purposes of the formal study involved in the activity;
 - b. identification of personnel involved, with reference to such matters as department, time, place and activity;
 - c. description of the locale in which the activity took place;
 - d. description of tangible results of the activity, such as:
 - (1) research undertaken and results;
 - (2) publication, if any, in reference to the activity;
 - (3) list of creative works, exhibits, or performances.
3. The report should be typewritten and submitted to:
 - a. President of the University (the report will be forwarded to the Library following the President's acknowledgement of receipt).
 - b. Vice President for Academic Affairs.
4. Report **must** be submitted within three months after resumption of active duty following termination of the leave.