

RESOLUTION ON CHANGES OF PROFESSIONAL LEAVE APPLICATION  
(#14-95/96-FA)

- WHEREAS, Recent changes in the Memorandum of Understanding have had a direct effect on the functions of the Professional Leave Committee; and
- WHEREAS, The existing Guidelines and Policies were written under conditions that are significantly different from those that exist today; and
- WHEREAS, The Professional Leave Committee has reviewed the existing Guidelines and Policies and proposed revisions with the goals of currency and clarity of the Guidelines and Policies governing the Professional Leave Committee and the Application for Sabbatical Leave; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends the adoption of the Application for Sabbatical Leave proposed by the Professional Leave Committee [see Attachment]; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that in the Application for Sabbatical Leave, Part II, Questions 10, 12, 13, 14 and 16 be deleted; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that in the Application for Sabbatical Leave, Part II, #15., **Benefits to the CSU**, the second sentence of the first paragraph be amended to read, "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."

**REVISED DRAFT APPROVED BY  
THE ACADEMIC SENATE 4/23/96**

**Attachment to Resolution #14-95/96-FA**

**Humboldt State University**

**APPLICATION FOR SABBATICAL LEAVE**

(As provided by Title 5 of the California Administrative Code Sections 4300-4308)

**PART I**

1. Name of Application \_\_\_\_\_  

Last
First
Middle
2. Academic rank and class, or title \_\_\_\_\_
3. College and Department \_\_\_\_\_
4. Employed by the CSU since \_\_\_\_/\_\_\_\_/\_\_\_\_
5. Current salary step and annual salary \_\_\_\_\_
6. Date of last sabbatical leave \_\_\_\_/\_\_\_\_/\_\_\_\_
7. Type of leave requested:  
 One semester at full pay  
 Two semesters at one-half pay
8. Effective dates for proposed leave:  
First choice: From \_\_\_\_\_ Through \_\_\_\_\_  
Second choice: From \_\_\_\_\_ Through \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

# APPLICATION FOR SABBATICAL LEAVE

## PART II

### PREFACE

In accordance with the MOU 27.1, 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 MOU 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.

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 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 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 Memorandum of Understanding, and the policies and procedures referred to therein should this application be approved.

Signature of Applicant \_\_\_\_\_

Subscribed to and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ 19 \_\_\_\_\_  
Notary Public \_\_\_\_\_