

**RESOLUTION ON APPLICATION FOR SABBATICAL LEAVE
AND SABBATICAL LEAVE REPORT
(#15-98/99-FA)**

- WHEREAS,** It is desirable to adhere to a firm deadline for submission of sabbatical leave requests to ensure equitable conditions for sabbatical leave applicants; and
- WHEREAS,** Institutional policy requires that a sabbatical leave report be submitted within three months after resumption of active duty following termination of the leave; and
- WHEREAS,** CBA 27.16 provides that written verification that the conditions of the leave have been met shall be provided to the President and the Professional Leave Committee; and
- WHEREAS,** Current "Standards for Preparation of Sabbatical Leave Report" do not specify the Professional Leave Committee as a recipient of this written verification; and
- WHEREAS,** The membership of the Professional Leave Committee changes on an annual basis such that it may be difficult for that committee to determine whether a Sabbatical Leave Report was filed years in the past by a current applicant; therefore, be it
- RESOLVED:** That the Academic Senate of Humboldt State University recommend adoption of the attached amendment to page 1 of the "Application for Sabbatical Leave" which confirms that all applications must be submitted by the established deadline in order to be considered, and that, when applicable, evidence be provided that the report for a previous sabbatical leave has been filed by the applicant; and be it further
- RESOLVED:** That the Academic Senate of Humboldt State University recommend adoption of the attached amendment to "Standards for Preparation of Sabbatical Leave Report" that names the Professional Leave Committee as a recipient of said report; and be it further
- RESOLVED:** That the Academic Senate of Humboldt State University recommend that the attached amendments become effective in the 1999-2000 academic year.

Humboldt State University

APPLICATION FOR SABBATICAL LEAVE

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

[NOTE: All Applications for Sabbatical Leave shall be submitted by the deadline established in the given academic year. The Professional Leave Committee will not consider any applications submitted after the deadline. No faculty member will be awarded a sabbatical leave without review and recommendation from the Professional Leave Committee.]

PART I

1. Name of Applicant _____
Last First Middle
2. Academic rank and class, or title _____
3. College and Department _____
4. Employed by CSU since ____ / ____ / ____
5. Current salary step and annual salary _____
6. Date of last sabbatical leave (if applicable) ____ / ____ / ____
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 _____
9. 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. I understand that future requests for sabbatical leaves may not be considered unless such a report is filed.
10. (If applicable) I have appended a copy of the report from my most recent sabbatical leave containing evidence of receipt by the President's office (available in the Humboldt Room at the HSU Library) or a copy of the letter of response from the President's office acknowledging receipt of said report.

Signature of Applicant

STANDARDS FOR PREPARATION OF SABBATICAL LEAVE REPORT

I. Procedure:

- A. The report shall be submitted within three months after resumption of active duty following termination of the leave.
- B. The specific form of the report should be in accordance with acknowledged standards for scholarly reporting.
- C. The report should be typewritten and submitted to:
 1. President of the University (report will be forwarded to the Library following the President's acknowledgement of its receipt);
 2. Vice President for Academic Affairs; and
 3. Chair of the Professional Leave Committee.

II. Content: 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; and
- D. description of tangible results of the activity, such as:
 1. research undertaken and results;
 2. publication, if any, in reference to the activity; and
 3. list of creative works, exhibits, or performances.

Humboldt State University

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[NOTE: All Applications for Sabbatical Leave shall be submitted by the deadline established in the given academic year. The Professional Leave Committee will not consider any applications submitted after the deadline. No faculty member will be eligible to receive a sabbatical leave if his/her application has not been reviewed by the Professional Leave Committee.]

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