

RESOLUTION ON GUIDELINES FOR FACULTY SUBMITTING AN
APPLICATION FOR SABBATICAL/DIFFERENCE-IN-PAY LEAVE
(#21A-91/92-EX)

- WHEREAS, The Professional Leave Committee has requested input from the Academic Senate on the Guidelines for requesting a Sabbatical/Difference-in-pay leave; and
- WHEREAS, Articles 27.1 and 28.1 of the MOU state that a "sabbatical/difference-in-pay leave shall be for purposes that provide a benefit to the CSU"; and
- WHEREAS, Articles 27.5 and 28.5 further stipulate that a review of applications by the Professional Leave Committee "shall consider questions related to the quality of the proposed sabbatical project/difference-in-pay leave"; and
- WHEREAS, Article 27.10 states that "it is the intent of this Article that faculty unit employees eligible for a sabbatical leave whose leave request has been approved shall receive their leave"; and
- WHEREAS, Article 27.10 precludes ranking of sabbatical/difference-in-pay leave proposals; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached guidelines be used for submitting applications for sabbatical/difference-in-pay leave at Humboldt State University.

HUMBOLDT STATE UNIVERSITY GUIDELINES FOR FACULTY SUBMITTING AN
APPLICATION FOR SABBATICAL/DIFFERENCE-IN-PAY LEAVE

Articles 27.1 and 28.1 of the MOU specifically state that a sabbatical/ difference-in-pay leave "shall be for purposes that provide a benefit to the CSU." In addition, articles 27.5 and 28.7 specify that review of applications by the Professional Leave Committee "shall consider questions related to the quality of the proposed sabbatical project/difference-in-pay leave." The Professional Leave Committee is concerned with material submitted by applicants in response to item #10 on the application form, which reads as follows:

"10. In support of this application, I present the following: (1) detailed outline of my plan of study, research or travel, and service to be performed during the period of the leave, and (2) statement of the resulting benefits which will accrue to the University and its students." (Please indicate specific benefits, both to the University and to your development as a member of the faculty. Please limit your response to question #10 to five pages and do not submit copies of publications, creative works, etc.)

The following guidelines are to assist the faculty member in preparing a response that will be most useful to the committee. The committee will use these guidelines to evaluate the proposals so the applicant is urged to address each item listed below. In the outline of plan of study, research, travel, or service to be performed, the committee requires the following information:

1. An outline of the sabbatical/difference-in-pay leave objectives stated specifically, in terminology that can be understood by an educated lay person. Avoid use of specialized or technical jargon unless these terms are clearly explained.
2. Evidence of prior planning related to the achievement of the objectives.
3. Evidence of your ability to achieve your objectives, such as a brief, pertinent curriculum vitae; list of publications, grants and contracts; presentations, performances, exhibitions; or other scholarly, creative, or service activities. If you are moving into a new academic area or field, so indicate.
4. Include a schedule, indicating time considerations, that may be important in achieving the objectives of the sabbatical/difference-in-pay leave. Show the proportion of time devoted to each phase of your leave.
5. List those items that may be related to additional support. For example:
 - a. Any financial support from grants, fellowships, etc.
 - b. Any evidence that you have arranged for access to research materials, travel to particular areas, etc.
 - c. Any evidence that your project requires working with other scholars, or at other institutions, and that you have made appropriate arrangements with them for such association.
6. Applicants who have received a previous sabbatical/difference-in-pay leave must attach a copy of their most recent post-leave report to this application.

STANDARDS FOR PREPARATION OF SABBATICAL/DIFFERENCE-IN-PAY LEAVE REPORTS

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 (report will be forwarded to Library following President's acknowledgement of receipt).
 - b. Vice President for Academic Affairs.
4. Reports must be submitted within three months after resumption of active duty following termination of the leave.

RESOLUTION ON SABBATICAL AND
DIFFERENCE-IN-PAY LEAVES
(#21B-91/92-EX)

- WHEREAS, The Professional Leave Committee has requested the input of the Academic Senate on the criterion for requesting a Sabbatical or Difference-in-pay leave; and
- WHEREAS, Articles 27.1 and 28.1 of the MOU establish the criterion for the granting of Sabbatical and Difference-in-pay leaves and that criterion is "Sabbatical/Difference-in-pay leave shall be for purposes that provide a benefit to the CSU"; and
- WHEREAS, No other criterion should exist for the determination of the granting of Sabbatical or Difference-in-pay leaves; and
- WHEREAS, The guidelines currently in existence describe criteria which do not comply with the current MOU; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the Professional Leave Committee determine only whether or not a Sabbatical/Difference-in-pay leave provides a benefit to the CSU; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that, if the Professional Leave Committee determines that the requested Sabbatical or Difference-in-pay leave provides a benefit to the CSU, the Professional Leave Committee should recommend the granting of that Sabbatical or Difference-in-pay leave; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the application form for Sabbatical or Difference-in-pay leave should address only the following items: a statement of the purpose of the Sabbatical or Difference-in-pay leave and how that purpose is a benefit to the CSU; a description of the proposed project and the CSU resources, if any, necessary to carry it out; and a statement of the time requested.