

**HUMBOLDT STATE UNIVERSITY APPLICATION FOR SABBATICAL LEAVE**  
 (As provided by Title 5 of the California Code of Regulations Sections 43000-43008)

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: BACKGROUND INFORMATION**

NAME: (Last, First, Middle, Suffix)		HSU ID:	EMAIL:
ACADEMIC RANK & DISCIPLINE		COLLEGE & DEPARTMENT OR EQUIVALENT UNIT:	
EMPLOYED BY HSU SINCE:	DATE OF LAST SABBATICAL LEAVE: (If applicable)	DATE OF LAST DIP LEAVE: (If applicable)	
<p>ACADEMIC YEAR OF PROPOSED LEAVE: _____</p> <p>Type of leave requested: (Check one)</p> <p><i>Be sure to accurately indicate on your application form the time period during which you would like to be on sabbatical leave.</i></p> <p style="padding-left: 40px;"> <input type="checkbox"/> One semester at full pay – Select term: <input type="checkbox"/> Fall semester <input type="checkbox"/> Spring semester                 </p> <p style="padding-left: 40px;"> <input type="checkbox"/> Academic Year – two semesters at one-half pay                 </p>			
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.			<input type="checkbox"/> I agree
I have appended a copy of the letter of response by the President (or his designee – currently the College/Library Deans) acknowledging receipt of my most recent sabbatical and DIP leave reports.			<input type="checkbox"/> Included <input type="checkbox"/> N/A
I have attached supplementary materials in support of my application (e.g., letters of invitation, contracts, accepted manuscripts, etc.)			<input type="checkbox"/> Included <input type="checkbox"/> N/A
Applicant Signature		Date	

**PART II: SABBATICAL LEAVE PROJECT PROPOSAL**

**Description of Sabbatical Proposal (5 pages maximum):**

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.

**Proposals must address the following:**

**Benefits to CSU:**

Please describe, according to ***CBA Article 27.1***, the benefits that will accrue to the University and its students; "**A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining.**"

**Resources:**

Please itemize, according to the **CBA Article 27.3**, what CSU resources, if any, will be necessary to carry out the stated purposes of this sabbatical leave, and provide a statement of the time requested, which should not exceed one (1) year.

**Supporting Materials:**

In support of the Sabbatical Proposal, please provide appropriate materials, such as invitations, letters or correspondence of support (up to four) from colleagues at HSU or elsewhere showing the relevance, significance, and/or feasibility of the project(s), contracts, letters, or correspondence indicating interest from publishers, etc. If you have received a sabbatical in the past, please include your previous sabbatical report. Do not submit copies of publications, creative works, etc.

**Evaluation of Proposals:**

The CSU and the HSU Professional Leave Committee consider the articulation of benefits to the CSU 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. Proposals shall be identified as highly recommended, recommended, or not recommended and subsequently forwarded to the appropriate administrator.

**PART III: SUBMITTING YOUR APPLICATION**

**Routing and copies required:** *To be received no later than 5:00 p.m. on the first Monday in October of the year prior to the academic year of requested leave.*

<b>Application Parts I &amp; II (including documentation)</b>	
Original (hard-copy) application, including all supporting evidence, and Notarized Certification Page (and Promissory Note, if applicable)	<b>Send to:</b> Academic Personnel Services Siemens Hall 207
Electronic PDF copy, including all supporting evidence – Please <b>do not attach Certification Page or Promissory Note to the electronic PDF copy</b>	<b>Email to:</b> <a href="mailto:academicpersonnel@humboldt.edu">academicpersonnel@humboldt.edu</a> , College/Library Dean, Department Chair

All application materials, including hard and electronic copies, must be received in all three offices by the October deadline to be considered on time. No late applications will be considered. Applicants are asked not to send bulky attachments such as textbooks, art work, original papers, etc.

Applicants must submit the signed and notarized Certification Page below with a list of assets guaranteeing a return to service at the rate of one semester of service for each semester of leave. In lieu of a list of assets, the applicant may submit a signed and notarized Promissory Note, also included below.

***If you expect to engage in additional and/or outside employment while on sabbatical leave, prior approval from the Provost is required (prior approval is not required for recipients of Fulbright fellowships).***

**CERTIFICATION PAGE**

\_\_\_\_\_, I, \_\_\_\_\_, will furnish a promissory note, pursuant to Article 27 of the Collective Bargaining Agreement, to indemnify the State of California against loss in the event I do not return to render at least one term of service in the California State University for each term of leave. *(Complete the Promissory Note form, have notarized, and attach to this Certification Page).*

**OR**

\_\_\_\_\_, I, \_\_\_\_\_, request that the requirement for a promissory note be waived. 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 Code of Regulations, 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 Provost **(CBA Article 27.15)**.

I recognize that this leave, if granted, will be pursuant to Sections 43000 through 43008 of Title 5 of the California Code of Regulations, the Chancellor's Executive Order No. 37, and the policies and procedures specified in FSA 67-19, and the current faculty 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 faculty Collective Bargaining Agreement **(Article 27)**, and the policies and procedures referred to therein should this application be approved.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
*Date Here Insert Name and Title of the Officer*

personally appeared \_\_\_\_\_  
*Name of Signer*

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity on behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_  
*Signature of Notary Public*

*Place Notary Seal Above*

**PROMISSORY NOTE**

I, \_\_\_\_\_, promise to repay to **Humboldt State University** ("Employer") the total amount of the monies which are paid by Employer to me, including benefits, during the period of my sabbatical leave. This promise to repay is given in consideration of Employer's granting to me a sabbatical leave pursuant to the provisions of the Memorandum of Understanding between the California Faculty Association and the Trustees of the California State University under the authority of the Higher Education Employer-Employee Relations Act.

I further understand and agree that:

**I. REPAYMENT/INTEREST**

Repayment of the monies paid to me during my sabbatical leave shall be made in equal installments over a period of not more than three years at an interest rate of ten percent (10%) which shall commence to run on the unpaid balance on the first day of the academic term in which I am scheduled by Employer to return to my duties with Employer. Payments shall be made monthly and shall first be applied against payment of interest and any excess applied against payment of principal.

**II. CANCELLATION**

My obligation to repay both principal and interest under this promissory note shall be extinguished if I return from my sabbatical leave and resume my duties with Employer in the academic term scheduled by my Employer and serve at least one academic term for each academic term of leave.

**III. COLLECTION COSTS**

I further agree to pay all collection costs including court costs and attorney fees which are incurred for the collection of any amount not paid when due.

**IV. DEFAULT AND ACCELERATION**

- (1) If I fail to pay any installment when due the entire unpaid indebtedness, including interest shall, at the option of the Employer, become immediately due and payable. Thereafter, interest shall continue to accrue on the entire unpaid balance.
- (2) I understand that if I am delinquent in my repayments, the Employer will disclose that I have defaulted, along with other relevant information, to credit bureau organizations.
- (3) I understand that if I am delinquent on my repayment, pursuant to California law the Employer will have the right to obtain all or any portion of any monies due me from the State of California as payment towards the amount that is delinquent.

**V. LAW OF CALIFORNIA**

The law of California shall govern the interpretation of this promissory note.

By signing below I manifest my acceptance and agreement to all the foregoing terms and conditions.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
*Date Here Insert Name and Title of the Officer*

personally appeared \_\_\_\_\_  
*Name of Signer*

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity on behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_  
*Signature of Notary Public*

*Place Notary Seal Above*

## STANDARDS FOR PREPARATION OF SABBATICAL LEAVE REPORT

- I. **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;
  - 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.
  
- II. **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 routed electronically to:
    1. College Dean or the Dean of the University Library (for Librarians);
    2. Provost and Vice President for Academic Affairs;
    3. University Library for archiving and public review in the Humboldt Room;
    4. Academic Personnel Services.
  - D. If applicable, a copy of the report should be inserted into Section 2 of WPAF.