



“A DIP leave shall be for purposes that provide a benefit to the University, such as research, scholarly and creative activity, instructional improvement or faculty retraining, including study and/or travel in connection with any of the above.” (Section 1.0 of the Campus DIP Policy and Article 28 of the Unit 3 Collective Bargaining Agreement)

“The salary for a DIP leave for a faculty unit employee shall be the difference between the faculty employee’s salary and the minimum salary of the instructor rank. The salary for a DIP leave for a librarian employee shall be the difference between the librarian employee’s salary and the minimum salary of the lowest comparable time base librarian rank. The salary for a DIP leave for a counselor employee shall be the difference between the counselor employee’s salary and the minimum salary of the instructor rank at the comparable time base.” (Section 3.1 of the Campus DIP Policy and Article 28.3 of the Unit 3 Collective Bargaining Agreement)

Eligibility: A faculty member shall be eligible for a DIP leave if s/he has served as a full-time member on this campus for six (6) years I the preceding seven (7) year period prior to the leave and at least three (3) years after any previous sabbatical leave or DIP leave and has satisfied the obligation in Unit 3 CBA 28.15 and 28.16.

For questions, please contact the Office of Faculty Affairs at 916-278-2913 or facultyaffairs@csus.edu.

[CAMPUS DIP LEAVE POLICY](#)
[CBA ARTICLE 28](#)

Name: _____ **EMPLID:** _____

College: _____ **Department:** _____

Period of Leave Requested: (A DIP leave may be for one (1) or more semesters or months as appropriate to the appointment)

One Semester Leave: Fall 20_____ Spring 20_____

Two Semesters/Academic Year Leave: 20_____

Other:_____

Application Procedures:

In addition to completing and signing this application, please also submit the following:

1. A statement of the purpose of the DIP, a description of the proposed project/activity and the CSU resources, if any, necessary to carry it out, and a statement of the time requested.
 - a. Proposals that are contingent on external factors should include a contingency plan as part of a DIP leave application. The purpose of a contingency plan is to enable the faculty member to undertake alternative or substitute activities to his/her proposal or part(s) thereof when uncertainty exists as to whether it/they can be achieved due to such factors.
2. A department statement from the department chair in consultation with other members of the department as to the possible effect on the curriculum and the operation of the department should the faculty member be granted a DIP leave.
3. If applicable, a copy of a signed approved report from your last DIP leave. Unapproved reports will not be considered.
4. “A faculty unit employee granted a difference in pay leave shall not accept additional and/or outside employment without prior approval of the President.” (Article 28.14 of the Unit 3 Collective Bargaining Agreement)

If your plan involves accepting additional and/or outside employment, include a statement in addition to your DIP proposal as to the nature and duration of the employment. In addition to this statement, please also complete the additional employment form at the following link and submit with your application.

LINK: https://www.csus.edu/academic-affairs/faculty-affairs/_internal/_documents/_sabbatical-dip-request-for-additional-or-outside-employment.pdf.

5. Per article 28.11 of the Unit 3 Collective Bargaining Agreement, “Final approval of a difference in pay leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets that are at least equal to the amount of salary paid during the period of leave. Such suitable bond or accepted statement of assets shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the difference in pay leave.”

Please select an option below in reference to your intentions as they relate to application procedure/CBA Article 28.11 noted above:

- I will furnish the President a promissory note, pursuant to Article 28.11 of the Agreement Between the Board of Trustees of the California State University and the California Faculty Association 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.

If this option is selected, please complete the form at the following link and submit with your application.

LINK: <https://www.csus.edu/academic-affairs/faculty-affairs/internal/documents/promissory-note-form.pdf>

- I request that the President waive said promissory note. 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 Article 28.11 of the Agreement Between the Board of Trustees of the California State University and the California Faculty Association, 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, through fault of my own, to fulfill this agreement.

Description of the Assets Fill this section out ONLY if you wish for the President to waive the promissory note requirement. (Accumulated contributions to PERS may not be used.)

Please read and initial the following:

In support of this application I present the attached (1) detailed outline of my plan of study, research, or travel and service to be performed during the period of leave; and (2) statement of the resulting benefits which will accrue to the university and its students. ****Your proposal must be clear, explicit, and specific. Decisions on whether or not your leave is approved will be based on the proposal you submit.**

I recognize that this leave, if granted, will be pursuant to Article 28 of the Agreement Between the Board of Trustees of the California State University and the California Faculty Association together with any amendments subsequently issued thereto, and agree to abide by its terms.

I understand that “A DIP leave final report describing accomplishments during the leave and/or modifications of original aims shall be submitted by the faculty member to the OFA no later than the last day of the current semester if the leave was taken within a semester, or the last day of the semester of return from a DIP leave (excluding summer) if the leave was of a full semester’s duration or longer.” (Section 7.0 of the Campus DIP Policy) I further understand that the Department Committee will review my report and provide a recommendation to the Provost and the Provost will review my report and provide an approval/denial, and that the completion of a timely and approved final report is a necessary condition of applying for and being granted subsequent leaves.

Employee Signature: _____ Date: _____

Forward completed application and supporting materials to the Office of Faculty Affairs (OFA), via email to facultyaffairs@csus.edu or via campus mail to zip 6136. OFA will then forward applications to the Departmental Committee (DC) for an initial review and recommendation, then to the Dean for review and recommendation, then to the Provost for final review and decision.