



SACRAMENTO
STATE

Sabbatical Leave Information Session

George I. Paganelis, Chair
Sabbatical Leave Committee

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April 24, 2024

Purpose of Sabbatical Leaves

- Enhance the University educational environment and facilitating the professional development of eligible faculty unit employees by affording opportunities for sustained focus on research, scholarly, and creative activity, instructional improvement or professional currency.

Rules Governing Sabbatical Leaves

- Article 27 of the Collective Bargaining Agreement (CBA) governs CSU policy on sabbatical leaves (<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article27.pdf>);
 - **27.10b**: Sabbaticals available annually on each campus determined by taking 12% of the number of full-time faculty eligible to apply;
 - **27.15**: A sabbatical of two (2) semesters or two (2) or three (3) quarters may be implemented within a two (2) consecutive year period, subject to the recommendations of the Sabbatical Leave Committee and the appropriate administrator and the approval of the President;
 - **NOTE**: Sabbaticals are a faculty right, but must be earned through a competitive process since there aren't enough for all faculty who apply.
- The Sabbatical Leave Policy of California State University, Sacramento conforms to and elucidates Article 27 (<https://sacramentostatetate.com/policy/11444180/latest>).

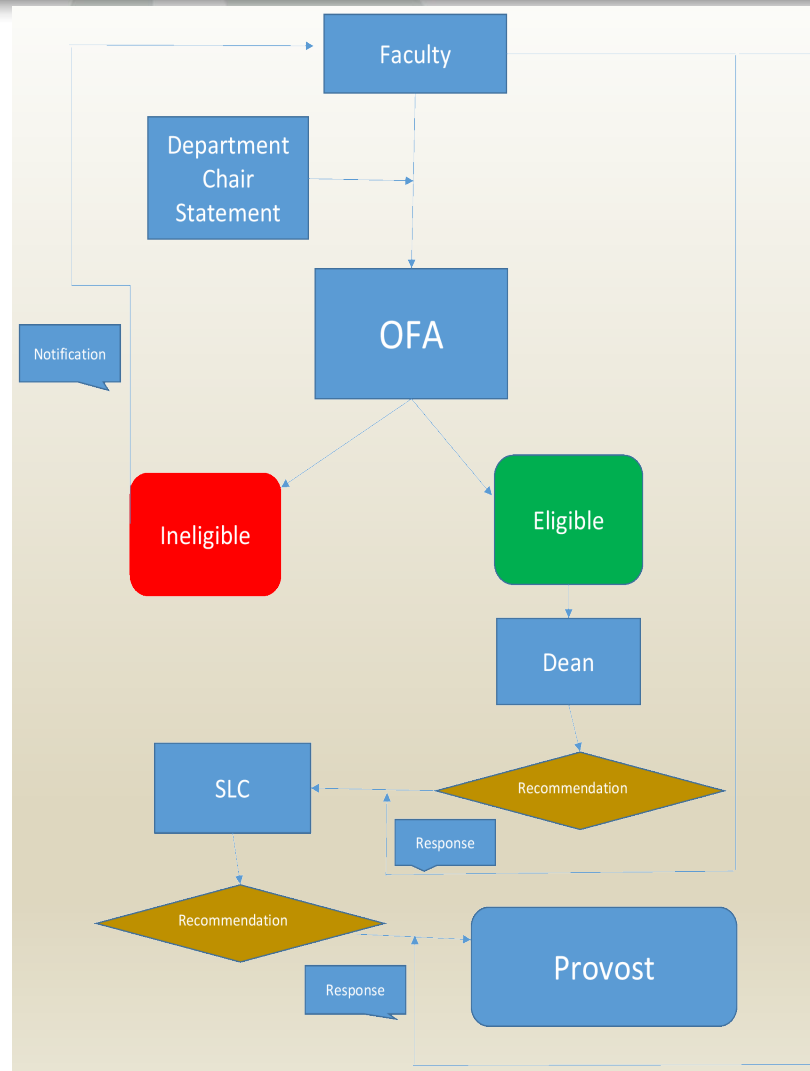


Highlights of the Revised (2019) Sabbatical Leave Policy

- Comprehensive; addresses issues/circumstances that have arisen in recent years;
- Improved clarity regarding roles and responsibilities, application process; provision of sabbaticals, and evaluative criteria;
- Addition of mechanism for requesting recusals in case of conflict of interest;
- Addition of opportunity for applicant to respond to each level of review prior to provost's final decision;
- More robust requirements for sabbatical final reports.



Application Process (§4.0-4.6)



Sabbatical Leave Committee (SLC) (Formerly Professional Leave Committee (PLC))

- Eight elected members, one from each college and the university library;
- Members serve staggered three-year terms;
- The SLC reviews sabbatical applications and sorts them into the three categories “non meritorious,” “meritorious,” and “most meritorious.”

Criteria for Evaluating Sabbatical Leave Applications: Appropriateness (§5.0-5.1)

- Appropriate activities can include any of the following (not in any ranked order):
 - A course of study leading to increased mastery of the applicant's own field, or the development of an additional area of specialization within his/her field, or the development of a new field of specialization;
 - A plan for professionally beneficial travel, which will enable the applicant further to develop his/her knowledge, skill, or expertise in a discipline or area of specialization within a discipline;
 - Professional development project/activity;
 - Pursuit of a scholarly, research, or creative project/activity;
 - Study or experience designed to improve curricula or teaching effectiveness;
 - Study or experience designed to improve professional practice.

Note: Implicit in each of the above categories is the standard that the project/activity is of a sufficient scope or nature that it **cannot be undertaken during normal workload assignment.**



Criteria for Evaluating Sabbatical Leave Applications: Benefit (§5.2)

- Sabbatical leave projects should demonstrate clear promise of producing results beneficial to any of the following (not in any ranked order):
 - Students;
 - Development of the profession or a discipline within the profession;
 - The University;
 - And/or the faculty member as a teacher, scholar, or professional practitioner.

Criteria for Evaluating Sabbatical Leave Applications: Practicability (§5.3)

- **Practicability:**
 - Objectives of the proposed project are both clearly defined and realistically achievable, as evidenced by the applicant's background relative to the proposed project/activity, preparatory work undertaken or in planning, timelines for the completion of the project/activity, etc.;
 - Consult the Sabbatical Policy (§5.3.1-5.3.2) if your project activity involves human or animal subjects.

Ranking of Sabbatical Applications (§6.0-6.4)

- “Non Meritorious”: Proposals that do not meet the stated criteria in one or more ways (e.g., unclear, do not rise above normal workload, little or poorly-articulated benefit, etc.);
- “Meritorious”: Proposals that are judged to be of substantial quality according to stated criteria and are recommended for approval;
 - By campus policy, meritorious proposals are ranked in order of accrued service from initial eligibility or subsequent eligibility since last sabbatical;
- “Most Meritorious”: Proposals judged to be of highest clarity, substance, practicability, benefit, etc. and are recommended for approval before the meritorious proposals.
 - By campus policy, no more than 25% of sabbatical applications are to be judged in this category.



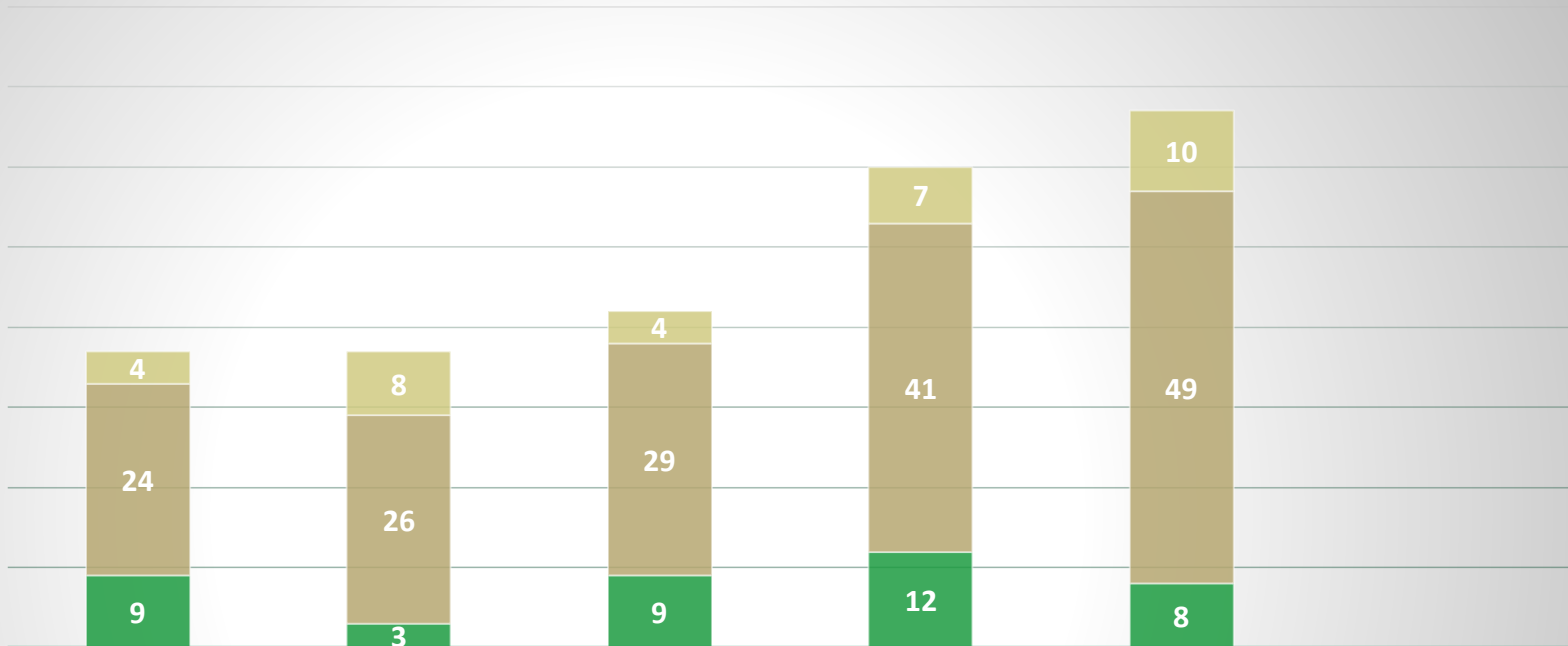
Accrued Service Illustrated (§6.2)

- Definition: “Accrued service is defined as years of service in whole numbers at or beyond the six-year eligibility threshold, as per §4.1.1 [of the policy], at the start of the academic year of the requested sabbatical leave period. Thus, those with the most years of accrued service beyond the six-year minimum shall be ranked at the top of the meritorious list down to those with the fewest years of accrued service.”

Accrued Service Illustrated				
Year of Last Leave	OR	Year of Hire (without Credit) ¹	Sixth Year of Completed Service (Eligible)	Years of Accrued Service (beyond Eligibility) in 2025-2026
2018-2019		2019-2020	2024-2025	0
2017-2018		2018-2019	2023-2024	1
2016-2017		2017-2018	2022-2023	2
2015-2016		2016-2017	2021-2022	3
etc.		etc.	etc.	etc.

¹ If hired with credit, adjust the sixth year of completed service by the number of years of credit given.

Recent Sabbatical Application Statistics



	2020-2021: 41 Eligible Applications/32 Available ¹ One-semester Sabbaticals	2021-2022: 40 Eligible Applications/33 Available One-semester Sabbaticals	2022-2023: 48 Eligible Applications/35 Available One-semester Sabbaticals	2023-2024: 65 Eligible Applications/40 Available One-semester Sabbaticals	2024-2025: 73 Eligible Applications/41 Available One-semester Sabbaticals	¹ Two-semester leaves are in addition to available sabbaticals number.
Most Meritorious	4	8	4	7	10	
Meritorious	24	26	29	41	49	
Non Meritorious	9	3	9	12	8	

Sabbatical Proposal Format (see handout and/or OFA Web site)

- **URL of Format Guidelines:** https://www.csus.edu/academic-affairs/faculty-advancement/_internal/_documents/sabbatical-proposal-format.pdf.
- **Document Format:**
 - 12 point font; 1-inch margins; double-spaced; non-sexist language consistent with leading style guides.
- **Proposal Sections:**
 - Part I: Proposal Title
 - Part II: Abstract (150 words max.)
 - Part III: Proposal Body (10 pages max.)
 - Sabbatical Objectives
 - Background and Significance of Proposed Sabbatical Activities
 - Benefit of Proposed Sabbatical
 - Practicability of Proposed Activities
 - Workload
 - Part IV: Date of your last sabbatical/difference-in-pay leave (if applicable)
 - Part V: Appendices (if applicable; no length limit; not counted as part of proposal body)



Tips for Submitting a Competitive Sabbatical Application

- **Audience:** Write for a general academic audience (think undergraduate) and avoid jargon (or explain it if you must include it);
 - Remember that only one member of the SLC is even from your same college, let alone dept.;
- **Clarity:** Be clear and concise about your objectives, the benefits of your proposal, and the feasibility of accomplishing your stated objectives;
 - A timeline of activities, including pre- and post-sabbatical activities, is very helpful;
- **Language:** Carefully proofread your application to correct any typos, grammatical errors, etc.;
 - Have a colleague review your application for readability.



Tips for Submitting a Competitive Sabbatical Application (Cont'd)

- **Specificity:** Provide an appropriate level of detail outlining:
 - Scope and nature of the project and methods to be used;
 - Significance of your project;
 - IRB review for projects that involve the use of human subjects; IACUC review for animal subjects;
 - Preparatory work done;
 - Arrangements made;
 - Potential venues for publication, book under contract, etc.;
 - Why your proposed project/activity rises above normal workload;
 - Your ability to be successful if a new undertaking/direction;



Tips for Submitting a Competitive Sabbatical Application (Cont'd)

- **Complexities:** Anticipate/address potential questions and concerns from your reader:
 - Backup plan if your project is contingent on external funds/grants, etc. (see §4.2; 6.3);
 - Ambitious project for the sabbatical period requested;
 - Direct costs involved in the completion of the project;
 - Other unusual circumstances (be clear and forthright about these).

Tips for Submitting a Competitive Sabbatical Application (Cont'd)

- **Appendices:** Examples of appropriate documents to include:
 - Bibliography/works cited, tables, graphs, or other illustrative material supporting the narrative, including URLs to on-line content;
 - Invitation letters to guest teach at a university;
 - Book contract;
 - Letter(s) confirming the award of a grant or other funding;
 - Letter(s) from scholars with whom the applicant is collaborating on a project;
 - Contingency plan (for those sabbaticals that are contingent on an event such as getting a grant, external funding, acceptance into a program, etc.);
 - Contingency plan can be a portion of the original proposal or entirely new proposal formatted similar to original proposal.



Tips for Submitting a Competitive Sabbatical Application (Cont'd)

- **Appendices:** Examples of documents **NOT** to include:
 - Manuscripts, lengthy reports, book chapters or other work in progress;
 - CV/résumé;
 - General letters of recommendation.

Tips for Submitting a Competitive Sabbatical Application (Cont'd)

- **Past examples of “most meritorious” sabbatical applications are available to consult via OFA;**
 - **Applications from other disciplines may provide useful insights too.**

Expectations While on Sabbatical

- You may not accept additional and/or outside employment without prior approval of the President (approval form is part of the application process) (CBA 27.18).
- Pursue your project/activity fully. You may not engage in regular job responsibilities including teaching, advising, committee work, and/or other service without the written approval of the Provost (§3.3). Further, you cannot be directed to engage in these tasks while on sabbatical (CBA 27.18).
- Inform your Chair, Dean, and OFA of any circumstances that prevent you from carrying out your objectives (e.g., family illness).

Sabbatical Final Reports (§7.0)

- Final Reports:
 - A sabbatical 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 semester of return from a sabbatical leave (excluding summer). A signed, approved sabbatical leave final report must be on file in the OFA in order for a faculty member to be eligible for subsequent sabbatical leaves.



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Thank you!

Questions?

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International Opportunities During Sabbatical



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Types of Opportunities

- ▶ Teaching at a Partner Institution – Exchange Partners
- ▶ Research Collaboration
- ▶ Program Development

- ▶ Fulbright Programs (<https://www.cies.org>)
 - Core U.S. Scholar Program
 - Specialist Programs
 - Fulbright IEA Seminars

- ▶ Develop a Faculty–Led Study Abroad Program
 - CCE contact: Alessandra McMorris: mcmorrisa@csus.edu



Sacramento State Partners

- ▶ Sweden
 - Gothenburg University
- ▶ South Korea
 - Konkuk University, Kyung Hee University
 - Hankuk University of Foreign Studies, Sogang University*
- ▶ Taiwan
 - National Chengchi University, National Changhua University of Education, Tamkang University



Sacramento State Partners

- ▶ United Kingdom
 - Middlesex University, Oxford Brookes University
- ▶ Germany
 - Flensburg University, Cologne School of Business
- ▶ Belgium
 - University of Liege
- ▶ Costa Rica
 - UNIBE (Universidad de Iberoamerica)



Sacramento State Partners

▶ France

- Strasbourg University, MICEFA (University of Paris), Montpellier University

▶ Australia

- University of Technology, Sydney

▶ China

- Hangzhou Normal University, Shenyang Normal Univ.

▶ Thailand

- Mahidol University*



Sacramento State Partners

- ▶ The Netherlands
 - Amsterdam University of Applied Sciences
- ▶ Hungary
 - Corvinus University of Budapest
- ▶ Japan
 - Ehime Univ., Shinshu Univ., Yokohama National Univ.
- ▶ Denmark
 - VIA University



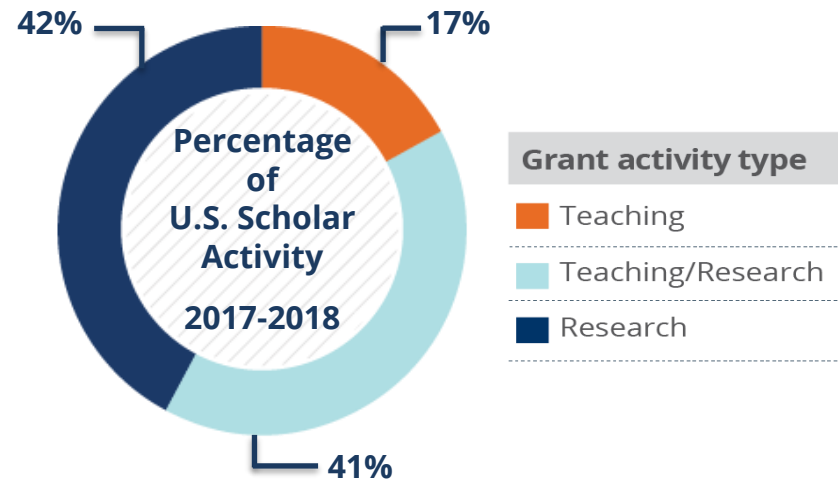
FULBRIGHT

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Core Fulbright U.S. Scholar Program

- Supports teaching and/or research for three to 12 months
- Programs active in +125 countries
- For faculty, administrators and professionals
- Open to all disciplines
- Apply to specific award with proposed project
- Application deadline: **August 1**
- Variety of host institutions



The Fulbright Program



- Established 1946 to expand and strengthen the relationships between the people of the United States and citizens of the rest of the world
- Sponsored by U.S. Department of State's Bureau of Educational and Cultural Affairs and administered by the Institute of International Education's Council for International Exchange of Scholars (CIES)



Sponsored by the U.S. Department of State,
Bureau of Educational and Cultural Affairs



Application Components

- Application Form
- Project Statement
- Curriculum Vitae or Resume
- Letters of Reference
- Additional components, depending on award
 - Course Outlines or Syllabi (for teaching awards)
 - Select Bibliography (for research awards)
 - Language Proficiency Report
 - Letter of Invitation
 - Supplemental materials for applicants in the Arts, Architecture, Writing and Journalism



Insights from a Fulbright Ambassador

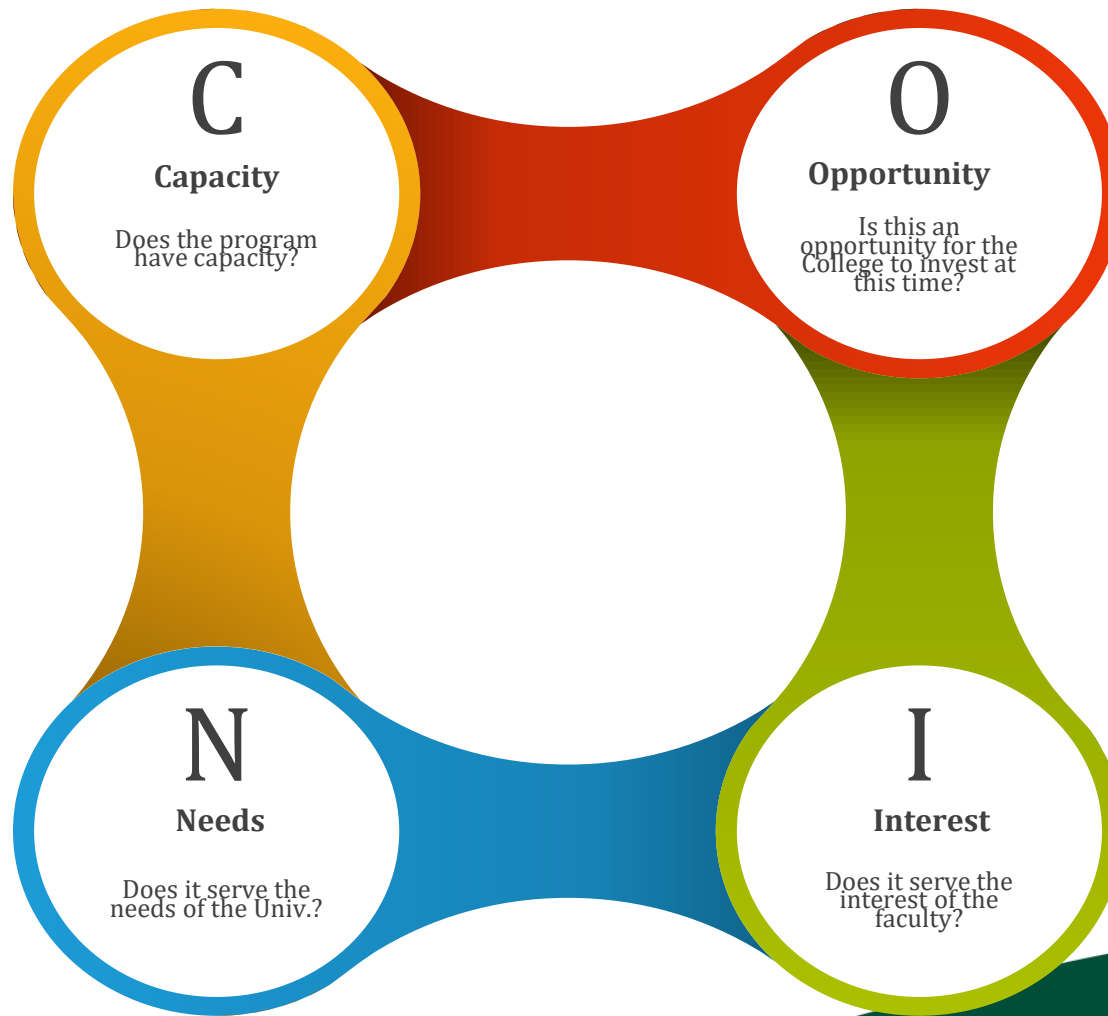
Jamie Kneitel, Professor
California State University, Sacramento



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COIN Approach to Internationalization



Collaboration

1

2

3

4

5

What do you want to do and/or where do you want to go?

Meet with Piram Prakasam

Connect with Partners

Develop Project Proposal



Collaboration



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Unconference



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Unconference 2023

International Programs and Global Engagement

Program Leaders:

Piram Prakasam, Associate Vice Provost IPGE

Jaime Jackson, Assistant Professor, Political Science



2024

Redefine the Possible™



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Contact

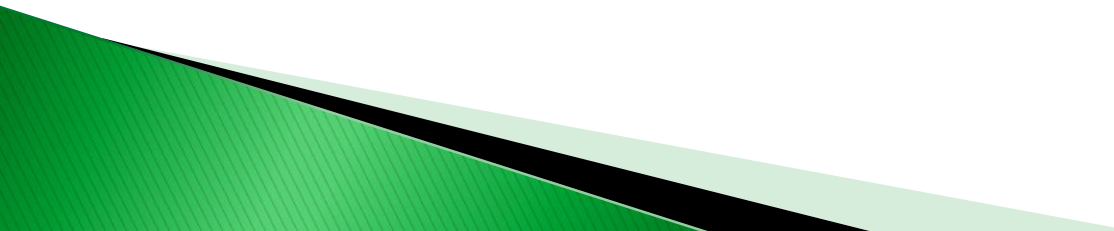
- Piram Prakasam, AVP for International Programs & Global Engagement
- Piram.Prakasam@csus.edu
- (231) 250 9370 (Cell)
- Library 1001



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APPLICATION PROCESS & ADDT'L INFO

- ❑ Eligibility
 - ❑ Duration and Salary
 - ❑ Additional/Outside Employment
 - ❑ Return Service Requirement
 - ❑ Submission of Proposal
 - ❑ Deadlines to Apply
 - ❑ Process of Consideration
 - ❑ Sabbatical Leave Report Requirement
 - ❑ Resources
 - ❑ Who to contact
- 

ELIGIBILITY TO TAKE LEAVES

➤ **First Sabbatical**

- 6 years full-time *credited* service (CBA Article 27.2)
- Served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave

Example: Hired Fall 2018

Year 1 – 2019-20

Year 2 – 2020-21

Year 3 – 2021-22

Year 4 – 2022-23

Year 5 – 2023-24

Year 6 – 2024-25 eligible to apply for sabbatical to
be taken during the 2025-26 academic year

Subsequent Sabbatical

- 6 years full-time credited service since last Sabbatical

NOTE: Credit toward tenure (2 years max) is also credited toward first Sabbatical eligibility period.

NOTE: Professional leave without pay (1 year max) can be credited toward sabbatical eligibility period.

DURATION & SALARY

Academic Year faculty/librarian/counselor:

- ▶ One semester at full salary (6 pay checks)
- ▶ Two semesters (AY sabbatical) at one-half (50%) of full salary (12 pay checks)
 - ** those on an AY sabbatical may not continue to teach, serve as department chair, or work in any other capacity for the other 50%.

12 month faculty/librarian/counselor:

- ▶ Four months at full salary
- ▶ Eight months at one-half (50%) of full salary

Department Chair:

- ▶ Faculty employees serving as department chairs **will not** receive the department chair stipends while on sabbatical leave
- ▶ For a split position with both academic year and 12-month components:
 - The higher appointment time base will normally be used to establish whether the faculty unit employee is placed into an academic year position or a 12-month position for the sabbatical.
 - Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee whose majority appointment is on a 12-month basis may be assigned to an academic year position for the sabbatical.
 - **Salary irregularities/deficiencies WILL occur for department chairs depending on 12-month or AY sabbatical status – please consult with OFA for specific details.**

ADDITIONAL/OUTSIDE EMPLOYMENT

- ▶ Additional/outside employment while on Sabbatical/DIP Leave must be pre-approved by the President (or designee) Article 27.18 & 28.14. The Sabbatical/DIP applications contain a place to preliminarily indicate the nature of the employment, the approximate amount of compensation, the time involved, and whether the employment enhances the proposed activity or is completely separate.
- ▶ A formal request must be submitted to the Office of Faculty Advancement (OFA) with the recommendations of the department chair and dean at the time of application or as soon thereafter that a faculty is aware of pending additional/outside employment. OFA will forward to the Provost (President's designee) for consideration and final decision. Notification of the decision will be sent to the requesting faculty.

<https://www.csus.edu/academic-affairs/faculty-advancement/internal/documents/sabbatical-dip-request-for-additional-or-outside-employment.pdf>

RETURN SERVICE REQUIREMENT

Faculty are required to render service to Sacramento State upon return from a Sabbatical leave at the rate of one semester of service for each semester of leave (CBA 27.20).

Note: Failure to provide this return service prior to separation or retirement will result in the faculty member being required to pay back the compensation received while on Sabbatical leave.

Note: At the time of application a List of Assets or a Promissory Note is required as a guarantee of repayment in case the service return requirement is not fulfilled (CBA 27.9).

SUBMISSION OF PROPOSAL

Sabbatical Leave Applications

Are only accepted online at: <https://sabbatical.webhost.csus.edu/>

The following items are required as a part of the application process and are to be submitted electronically with the on-line application:

- Proposal (please follow the [proposal format guidelines](#) found on the application portal and [OFA website](#))
- A signed fully approved copy of your last Sabbatical report from your previous leave (if applicable)
- Department statement as to the effect on the curriculum and the operation of the department should the leave be granted. Use the Sabbatical Leave Department Statement form available on the OFA website at <https://www.csus.edu/academic-affairs/faculty-advancement/internal/forms.html>.

****** Samples of “most meritorious” sabbatical proposals are maintained in the Office of Faculty Advancement, Sacramento Hall Room 155, ext. x82913, faculty.advancement@csus.edu. Please contact our office to arrange a time to review the proposals in-person or via OneDrive access.

******* Promissory note or statement of assets is a required part of application per CBA [27.9](#)

DEADLINES TO APPLY

Sabbatical Leaves

Sabbatical Application Deadline: Friday, September 27, 2024

PROCESS OF CONSIDERATION FOR SABBATICAL

- Department provides a statement regarding the possible effect on the curriculum and the operation of the department should the sabbatical be granted. Article 27.6
- Dean/appropriate administrator considers (1) statement from the Department, (2) budget implications/other campus program needs, and (3) applies the criteria and ranking described in 5.0-6.4 of the campus policy and provides recommendation. (Article 27.7)
- Sabbatical Leave Committee (SLC) (Article 27.5) provides recommendation applying the criteria and ranking described in 5.0-6.4 of the campus policy.
- Provost and Vice President for Academic Affairs (President's designee) considers recommendations as noted in items above and makes final decision. Article 27.8
- Provost and Vice President for Academic Affairs (President's designee) shall respond in writing to all applicants, Dean/Department and the SLC regarding approval/denial.

SABBATICAL LEAVE REPORT REQUIREMENT

Unit 3 employees who take a Sabbatical Leave are required to submit a leave report within one semester of their return. The report is submitted to the Office of Faculty Advancement and then sent forward for review by the SLC/Provost. Faculty will be notified and provided a copy of the report with final decision and appropriate signatures.

Faculty applying for a subsequent sabbatical must submit a copy of their approved sabbatical report from their last sabbatical leave. **

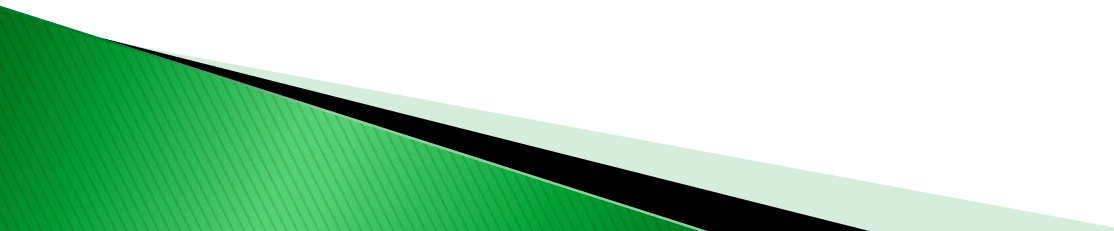
The SLC meets twice per year (September and April) to review reports.

The report form is available on-line at:

https://www.csus.edu/academic-affairs/faculty-advancement/_internal/_documents/sabbatical_report.pdf

If you are unable to locate a prior sabbatical report with approval by the SLC/PLC you may submit a new report to the Office of Faculty Advancement, faculty.advancement@csus.edu, **no later than 5:00pm Friday, September 6, 2024. Your report will be sent forward to the SLC for review and results returned to you via e-mail prior to the sabbatical application deadline. Please use the report form template located at https://www.csus.edu/academic-affairs/faculty-advancement/_internal/_documents/sabbatical_report.pdf.

RESOURCES

- ▶ [OFA website](#) with Sabbatical & Difference-In-Pay Leave information, workshop presentations and Benefits FAQ's
 - ▶ [Sabbatical Leaves – CFA, Article 27](#)
 - ▶ [Sabbatical Leave Policy](#)
 - ▶ [Difference in Pay Leaves – CFA, Article 28](#)
 - ▶ [Difference in Pay Policy](#)
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CONTACT INFORMATION

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•Benefits Office - (916) 278-6213 , benefits@csus.edu

Office of Faculty Advancement

•(916) 278-2913 – faculty.advancement@csus.edu

QUESTIONS ???