

## SABBATICAL FAQ'S

### Eligibility

**Q:** How do I know if I'm eligible for a sabbatical?

**A:** To be eligible you need 1) to have served as a full-time faculty member at Sacramento State for six out the last seven years prior to the leave and at least six years after any previous sabbatical leave or difference-in-pay leave and 2) (if you've taken sabbatical or difference-in-pay leave before) to have a signed, approved sabbatical report on file with OFA and rendered one semester of service upon your return for each semester of leave. Note that if you were hired with credit towards tenure, that service counts in the calculation above; if you "stopped the clock" for tenure or service due to various leaves, that will also factor into the calculation.

**Q:** If I'm eligible, will I automatically be granted a sabbatical if I apply?

**A:** No, although sabbaticals are a faculty right, they must be earned through a competitive process since there aren't enough for all faculty who apply.

**Q:** Do I have to be tenured to apply for sabbatical?

**A:** No, full-time lecturers who meet the threshold of service are also eligible to apply.

### General Provisions

**Q:** What are the rules governing sabbatical leaves?

**A:** Article 27 of the CBA and the campus Sabbatical Leave Policy.

**Q:** How many sabbaticals are available each year?

**A:** For one-semester sabbaticals, the number varies according to the formula of taking 12% of the number of full-time faculty on campus at the start of each year who are eligible for sabbatical. Two-semester sabbaticals are awarded in addition to the 12% formula number.

**Q:** How long do sabbaticals last?

**A:** One semester at full salary or two semesters at  $\frac{1}{2}$  of full salary (and full benefits, but half CalPERS credit); for librarians, 12-month faculty employees, or 12-month counselor faculty unit employees, four months at full salary or eight months at  $\frac{1}{2}$  of full salary (and full benefits, but half CalPERS credit).

**Q:** Can I buy back the half-year of service credit if I go on a two-semester leave?

**A:** Yes, contact Human Resources, Benefits Office for information about how to do this through CalPERS.

**Q:** Does a two-semester sabbatical have to be taken in one academic year?

**A:** No, per CBA §27.15, two-semester leaves can be taken in two consecutive academic years.

**Q:** Can I engage in normal job responsibilities while on sabbatical?

**A:** While on sabbatical you are expected to pursue your project/activity fully and may not engage in regular job responsibilities including teaching, advising, committee work, department chairing, and/or other service without the written approval of the Provost.

**Q:** Since a two-semester leave involves half pay, does this mean I can work half time while on this leave?

**A:** No. As noted above, while on sabbatical, you may not engage in any normal job responsibilities. Sabbatical leaves, regardless of duration, vacate a faculty member's normal workload for the duration of the leave in support of the approved project/activity.

**Q:** Can I change the semester I go on sabbatical from the one I asked for in my application or switch a two-semester leave to a one-semester leave?

**A:** Yes. Prior to the start of a leave you can request the semester be rescheduled if there is no substantive alteration to your sabbatical objectives. The recommendations of your department chair, Dean, SLC, and final approval of the Provost are required to reschedule your sabbatical. To convert a two-semester leave to one-semester, you will need to submit an amended proposal for review and approval following the regular sabbatical application process. Should the request to convert a two-semester leave not meet with the approval of the Provost, the leave shall be rescinded/denied.

**Q:** Can I change the objectives of my sabbatical once it has started?

**A:** Yes. You will need to submit an amended proposal for review and approval following the regular sabbatical application process **prior to** implementation of the alteration(s). If the change is not approved by the Provost, you will be responsible for pursuing the original project/activity.

**Q:** Can a sabbatical be deferred?

**A:** Ordinarily no. CBA §27.8 outlines the rare case when a deferral is possible.

**Q:** What's the difference between a sabbatical and difference-in-pay (DIP) leave?

**A:** The main differences are as follows:

1. Salaries for those on a DIP leave is calculated by subtracting one's academic year base salary by the minimum Instructor [Lecturer A] salary. The resulting "difference in pay" is the faculty's monthly salary for the duration of the leave.
2. DIP leaves can be applied for at any time and they can be for as little as a month or as long as a year or more.
3. DIP leaves are reviewed by a departmental committee convened for this purpose, followed by the College Dean, and then the Provost.

### **Leave Conditions**

**Q:** Can I have additional or outside employment while on sabbatical leave?

**A:** Not without prior approval of the Provost. There is a form available on OFA's Web site to request such approval; this form would be submitted along with your sabbatical application. Note that in this instance a Fulbright Scholarship/Fellowship does not count as outside employment.

**Q:** What if my sabbatical project involves human or animal subjects?

**A:** Sabbatical leave projects/activities that involve or may involve human or animal subjects research must be reviewed by the university's Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC), respectively, for approval or exemption prior to the start of the requested sabbatical leave.

## **Application**

**Q:** When are sabbatical applications due?

**A:** Typically, the last Friday in September.

**Q:** How can I get guidance or tips on writing a strong sabbatical proposal?

**A:** You can ask your college representative on SLC for tips. You can also view the recorded Sabbatical Application Workshop on OFA's Web site and/or attend the workshop live. OFA maintains a file of past most meritorious applications that you can consult for examples.

**Q:** Is it true that I can submit a backup proposal in an appendix if my project, or part(s) of it, is contingent on external funds/grants, etc.?

**A:** Yes. Contingency plans can be a portion of the original proposal or entirely new proposal formatted similar to original proposal. Keep in mind, though, that your original proposal must be deemed most meritorious or meritorious in order for your contingency plan to be considered.

**Q:** There is no place in the application portal for me to upload supporting documents/appendices for my proposal. Where do I upload these?

**A:** Combine all of your supporting documents with your proposal into one (1) PDF document and upload in the Proposal field of the application portal.

**Q:** What is a Department Statement?

**A:** A Department Statement is prepared by the department chair, explaining what impact, if any, a faculty's sabbatical will have on the department and what steps (if necessary) the department will take to mitigate the effects of their faculty being on sabbatical. A Department Statement is NOT a letter of recommendation/support. The department statement must be prepared and submitted using the form available on the OFA [webpage](#).

**Q:** When should I expect to hear whether I've been awarded a sabbatical?

**A:** Notifications are usually sent to applicants by February/March.

**Q:** Can I combine a sabbatical with a grant or fellowship such as a Fulbright award?

**A:** Yes. Please contact OFA to determine whether the grant/fellowship would constitute outside/additional employment and require permission of the Provost. Also, the Office of International Programs and Global Engagement (IPGE) can provide additional resources about international teaching and research opportunities while on sabbatical.

## **Evaluation**

**Q:** What are the evaluative criteria for sabbatical applications?

**A:** Appropriateness, Benefit, and Practicability. Implicit in Appropriateness category is the standard that the project/activity is of a sufficient scope or nature that it cannot be undertaken during normal workload assignment. See the Sabbatical Leave Policy §5.0 for full details.

**Q:** Who evaluates my sabbatical application?

**A:** Your College Dean, the Sabbatical Leave Committee (SLC), and the Provost. The Provost makes the final decisions as the designee of the President based on recommendations from Deans and the SLC.

**Q:** Do I have an opportunity to respond to the evaluations of my sabbatical?

**A:** Yes, you may respond to the Dean's and/or SLC's evaluations. A response is an opportunity to provide clarification or explanation of the sabbatical proposal. It is not an opportunity to provide new/additional material. The Provost's decision is final.

**Q:** How are sabbatical applications ranked?

**A:** Most Meritorious (best of the applications submitted in terms of significance, value, academic substance, specificity, clarity, etc.); recommended for funding regardless of accrued service; Meritorious (possessing some or many of the features of the most meritorious category, but are judged to be secondary to the most meritorious proposals in value, substance, significance, or narrative quality); ranked in descending order of accrued service; Non-Meritorious (do not meet the stated criteria; dubious or too limited benefits; impracticable; lack merit in terms of value, substance, and/or significance; poorly conceived and/or articulated; do not rise above normal workload); not recommended for funding.

**Q:** What is accrued service as it relates to meritorious applications?

**A:** Accrued service is defined as years of service in whole numbers at or beyond the six-year eligibility threshold at the start of the academic year of the requested sabbatical leave period.

### **Post-Sabbatical**

**Q:** What do I need to do after returning from sabbatical?

**A:** Submit a final report to OFA by the end of your semester of return (excluding summers) for review by SLC and approval by the Provost. OFA will send you a reminder once you're back. Additionally, you need to render one semester of service for each semester of sabbatical leave.

**Q:** What is the penalty for submitting a late sabbatical report?

**A:** Reports late by three years will make your subsequent sabbatical application ineligible to receive a most meritorious designation; instead, an otherwise most meritorious proposal will be designated as meritorious and ranked by the actual number of years of accrued service. Subsequent proposals deemed meritorious with late reports will have points deducted from their rankings equal to the number of years the report was late. Penalties shall be deemed applied to subsequent proposals otherwise designated only as most meritorious or meritorious; non-meritorious proposals with late reports are not considered penalized simply by virtue of their non-meritorious designation. Late report penalties can be applied to a faculty member's subsequent sabbatical application only once, regardless of the outcome.

**Q:** What if I can't find my last approved sabbatical report when I'm ready to apply for another sabbatical?

**A:** First check with your department or College for a copy. If it still can't be located, check with OFA. If the report can't be located, a new report can be completed for approval prior to applying for your next sabbatical. The SLC and Provost only review sabbatical reports at the end of the spring semester and beginning of the fall semester.

GIP 5/6/21; 5/11/21; 7/12/21

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