

**CALIFORNIA STATE UNIVERSITY BAKERSFIELD
SABBATICAL / DIFFERENCE-IN-PAY
LEAVE APPLICATION and ROUTING SHEET**

Name: _____ Desired Semester
and Year of Leave: _____

Department: _____ Rank: _____

Previous Sabbaticals or DIPs: _____ Academic Year(s)

Please read all of Section 307 of the CSUB University Handbook, including the guidelines to the Faculty Honors and Awards Committee (FHAC). A description of the proposed project, as outlined on the next page, and a CV should be attached to this application. Supporting documentation should be included wherever appropriate.

When complete, send your application and attachments to your department chair and acquire your chair's signature on this cover sheet. Then forward the package to the Faculty Honors and Awards Committee in care of the Office of the Provost and Vice President for Academic Affairs by the application deadline.

Title of Proposal: (should match the title on your proposal)

Proposal Abstract: (required)

Type of Leave Requested: Difference-in-Pay Leave Sabbatical Leave
 One Semester One Semester at Full Pay
 Two Semesters Two Semesters at 1/2 Pay

Applicant Signature *Date*

As department chair, I have reviewed this application and will **forward this proposal and my comments** about the possible effect of the requested leave on curriculum and operation of the department to the appropriate Dean. (Note: in the case of DIP leave requests, this review must come from an elected unit committee composed of tenured faculty, which may include the chair. CBA 28.7)

Department Chair Signature *Date*

Instructions to the Dean: Please review this application and the comments from the department chair, and note the proposed dates of absence then **forward to the Provost both the chair's and your comments** about the possible effect on the school and/or department if the leave is granted.

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Please use the following outline for the proposal and refer to University Handbook Section 307.2 for additional information on the content of the application. Please also refer to *University Handbook* Section 307.3 regarding the guidance to the Faculty Honors and Awards Committee for their review of your application.

1. Title.
2. Statement of purpose.
3. A detailed description of the project and what you plan to accomplish.
4. The dates of the proposed leave for the project and, where appropriate, a timetable for implementation of the project.
5. If relevant to project completion, include the locations where the project will be conducted. If travel is proposed as part of the project, please justify.
6. A description of preparedness to embark on the project, including applicable past professional productivity or training, and work already completed on this project.
7. A description of the benefits to the university (see *Handbook* specifications under 307.2.)
8. A description of the CSU resources, if any, necessary to carry out the project.
9. Attach your CV.