Sabbatical Leave Procedures

1. Faculty shall notify Academic Personnel of Intent to Apply in writing (or e-mail) by date published in the Academic Personnel Calendar (early Fall semester).

2. Eligible faculty shall submit applications for sabbatical leave to Academic Personnel no later than the date published in the Academic Personnel Calendar for sabbaticals to be granted during the subsequent academic year. The request for sabbatical leave shall be submitted on the appropriate form, “Application for Sabbatical or Difference in Pay Leave”, available from Academic Personnel at http://uhr.csumb.edu/forms/index.htm

3. The application, which shall not exceed a total of six pages, shall include:
   a. a statement of the purpose of the sabbatical leave, including an explanation of the resulting benefits which will accrue to the University and its students (not to exceed two pages)
   b. a description of the proposed leave and the CSUMB resources necessary, if any, to complete the project (not to exceed two pages);
   c. a current curriculum vita citing information relative to the sabbatical proposal (not to exceed two pages).

4. The Department RTP Committee shall review sabbatical leave applications and provide a written recommendation for each proposal. In addition, the Department Chair shall provide a written statement regarding the possible effect on the curriculum and the operation of the Department should the applicant be granted a sabbatical leave.

5. The tenure-track faculty in the Department may choose to elect a separate sabbatical leave committee to act in lieu of the Department RTP Committee for purposes of evaluating sabbatical leave applications, or they may choose to delegate the recommendation entirely to the Department Chair.

6. The written recommendations from the Department level and/or the Department Chair, shall be forwarded to Academic Personnel by the date published in the Academic Personnel Calendar. Academic Personnel will provide copies of the recommendations to the applicant and forward the application/recommendations to the College Dean.

7. The College Dean shall review sabbatical leave applications and the written recommendations submitted by the Department level committee and/or the Department Chair. The Deans shall ensure that any sabbatical leave granted would not seriously disrupt the course offerings or cause other undue hardship at the Department level. The Dean shall provide a written recommendation of the proposed sabbatical leave and forward to Academic Personnel by the date published in the Academic Personnel Calendar. Academic Personnel will provide a copy of the recommendation to the applicant and forward the application/previous recommendations to the University RTP Committee.

8. The University RTP Committee shall review all sabbatical leave applications and the written recommendations submitted by previous levels of review and shall recommend to the Provost one of the following:
   a. The sabbatical proposal is meritorious and should be granted.
   b. The sabbatical proposal is meritorious but should not be granted at this time.
   c. The sabbatical proposal is not meritorious and should not be granted.

9. The University RTP Committee shall limit the number of recommended full pay sabbatical leaves to twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such leave in that year. In addition, all applications for sabbatical leave at one-half (1/2) of full salary shall be approved if they meet the criteria set forth in provisions 27.5-27.8 of the CBA, and the Sabbatical Policy.

10. The University RTP Committee shall forward its recommendations to Academic Personnel by the date published in the Academic Personnel Calendar. Academic Personnel will provide a copy of the recommendation by the University RTP Committee to the applicant and forward the application/previous recommendations to the Provost.

11. The Provost will review the sabbatical leave application and the written recommendations submitted by previous levels of review. The Provost will make a recommendation and forward the recommendation in writing to Academic Personnel, who will provide a copy of the recommendation to the applicant and forward the application/previous recommendations to the President.

12. The President or designee will provide Academic Personnel with the final decision regarding the sabbatical proposals and Academic Personnel will forward the decision to sabbatical candidates no later than the date specified in the Academic Personnel Calendar.