



SACRAMENTO  
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# Sabbatical Leave Information Session

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Sabbatical Leave Committee

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# 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://sacramentostat.policystat.com/policy/11444180/latest>).

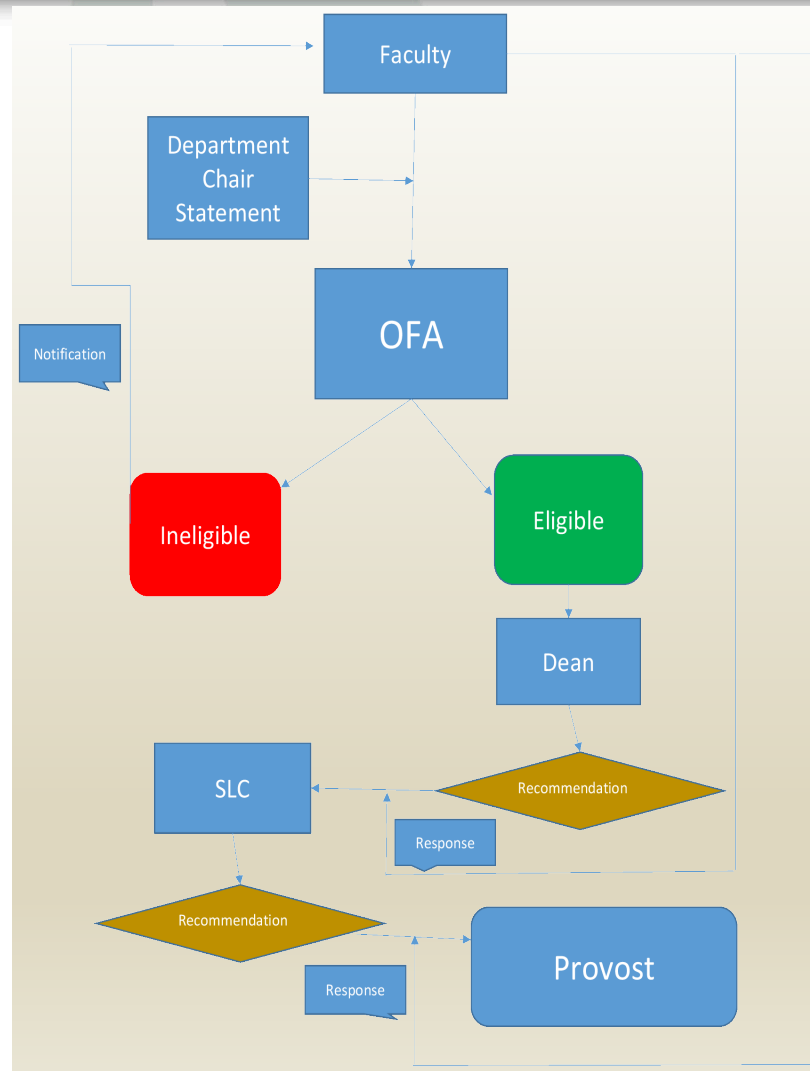


# Rules Governing Sabbatical Leaves

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  - **27.16** A faculty unit employee on sabbatical leave shall be considered in work status and shall receive health, dental and appropriate fringe benefits provided by the CSU in the same manner as if they were not on sabbatical leave.
  - **27.20** A faculty unit employee shall render service to the CSU upon return from a sabbatical leave at the rate of one (1) term of service for each term of leave.
  - **4.1.1** Tenure is not a requirement of Sabbatical Leave; full-time lecturers and tenure-track faculty who meet the service eligibility requirements are also eligible.



# Application Process (§4.0-4.6)



# Sabbatical Leave Committee (SLC)

- 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
  - 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:** The project/activity must be 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.



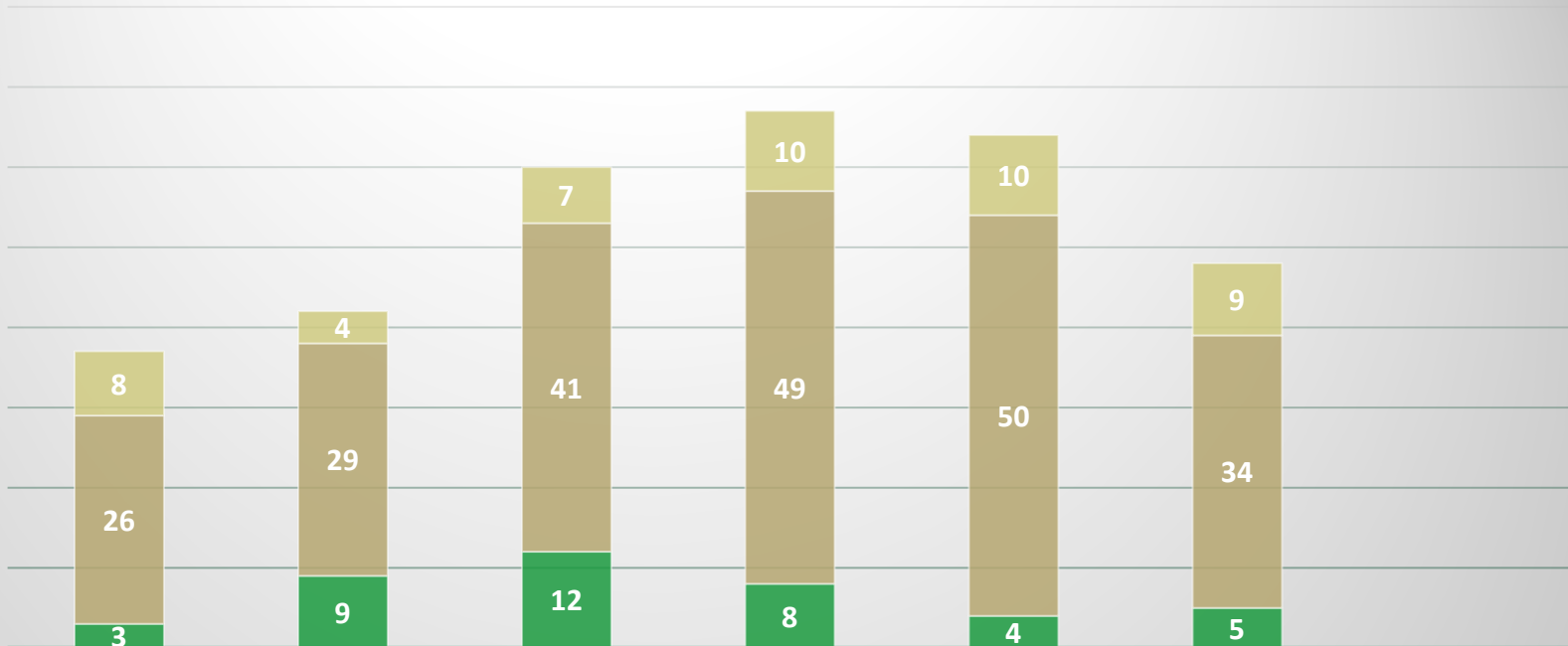
# Accrued Service Illustrated (§6.2)

- 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) <sup>1</sup>	Sixth Year of Completed Service (Eligible)	Years of Accrued Service (beyond Eligibility) in 2026-2027
2020-2021		2021-2022	2026-2027	0
2019-2020		2020-2021	2025-2026	1
2018-2019		2019-2020	2024-2025	2
2017-2018		2018-2019	2023-2024	3
etc.		etc.	etc.	etc.

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

# Recent Sabbatical Application Statistics



	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	2025-2026: 68 Eligible Applications/42 Available One-semester Sabbaticals	2026-2027: 53 Eligible Applications/38 Available One-semester Sabbaticals	<sup>1</sup> Two-semester leaves are in addition to available sabbaticals number.
Most Meritorious	8	4	7	10	10	9	
Meritorious	26	29	41	49	50	34	
Non Meritorious	3	9	12	8	4	5	

# Sabbaticals Are Competitive!

- 2026-2027:
  - 38 available One-Semester Sabbaticals (48 one-semester applications) = 79% of applications awarded
    - 9 Most Meritorious (regardless of years of accrued service)
    - 28 Meritorious with 1-11 years of accrued service
    - 1 Meritorious with zero years of accrued service
  - 10 applications denied = 21%
    - 5 Meritorious with 0 years of accrued service
    - 5 Non Meritorious

Note: In the event of a tie in years of accrued service for the last available sabbatical leave(s), years of full-time service at California State University, Sacramento shall be used to break the tie. If this too results in a tie, the names of faculty shall be drawn at random to determine who makes the list. The proposals of those faculty who do not make the list as a result of a tie-breaker are still deemed meritorious and recommended for approval, but the decision whether to fund those additional sabbatical leaves shall rest with the Provost. Those faculty who do not make the list and are not approved for funding by the Provost are not automatically considered or recommended for sabbatical leave for the following or future years; they must re-apply and be judged among that year's group of applications. (§6.2)



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

- **URL of Format Guidelines:** [https://www.csus.edu/academic-affairs/faculty-affairs/\\_internal/\\_documents/sabbatical-proposal-format.pdf](https://www.csus.edu/academic-affairs/faculty-affairs/_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)

- **Funding:** If you have applied for or received funding, include that information
  - Receiving funding counts toward “unusual promise” and will be considered in ranking as Meritorious vs. Most Meritorious (§6.1);
  - Because of the timeline, Fulbright awards will not have received funding at the time of review. Fulbright applicants *must* provide a contingency plan for if they do not receive the Fulbright
    - Note:** Promises to decline the Sabbatical if the Fulbright is not rewarded are typically insufficient for “most meritorious” ranking.

# 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!**

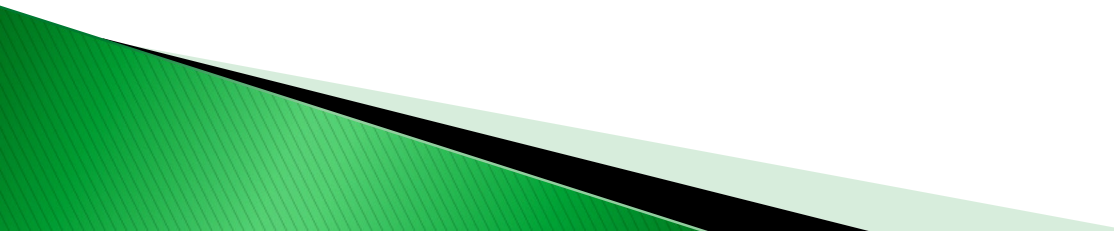
**Questions?**

**Tonia N. Davis, Chair, SLC**

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# APPLICATION PROCESS & ADDT'L INFO

- ❑ Eligibility
  - ❑ Duration and Salary
  - ❑ Additional/Outside Employment
  - ❑ Return Service Requirement
  - ❑ Submission of Application Materials
  - ❑ When to Apply
  - ❑ Sabbatical Application Process Timeline
  - ❑ Sabbatical Leave Report Requirement
  - ❑ Resources
  - ❑ Difference-in-Pay Leave
  - ❑ Who to contact
- 

# ELIGIBILITY TO TAKE SABBATICAL

## ➤ **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
- Example: Hired Fall 2021
  - Year 1 – 2021-22
  - Year 2 – 2022-23
  - Year 3 – 2023-24
  - Year 4 – 2024-25
  - Year 5 – 2025-26
  - Year 6 – 2026-27 eligible to apply for sabbatical
  - Year 7 – 2027-28 eligible to be out on sabbatical if awarded

## **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 for a one-semester sabbatical
- ▶ Eight months at one-half (50%) of full salary for a two-semester sabbatical

## 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 Affairs (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. Requests should be submitted well in advance and faculty should not assume that it will be approved.

<https://www.csus.edu/academic-affairs/faculty-affairs/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 APPLICATION MATERIALS

## **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-affairs/internal/forms.html>.
- Promissory note or statement of assets is a required part of application per CBA [27.9](#)

\*\*\*Samples of “most meritorious” sabbatical proposals are maintained in the Office of Faculty Affairs, Sacramento Hall Room 155, ext. x82913, [facultyaffairs@csus.edu](mailto:facultyaffairs@csus.edu). Please contact our office to arrange a time to review the proposals in-person or via OneDrive access.

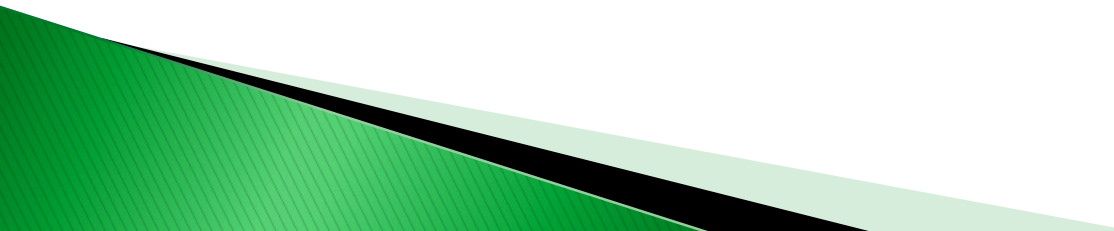
# WHEN TO APPLY

## **Sabbatical Application Period**

Sabbatical Application Portal opens: Wednesday, August 26, 2026

Sabbatical Application Deadline: **Friday, September 25, 2026 at 5pm**

# SABBATICAL APPLICATION PROCESS TIMELINE

- 1. Faculty applies for sabbatical – End of September
  - 2. Dean reviews applications – October
    - ❖ Faculty has 5 days to submit a response (optional)
  - 3. SLC reviews applications – November/December
    - ❖ Faculty has 5 days to submit a response (optional)
  - 4. Provost reviews applications and makes final decision – February/March
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# 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 Affairs 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:

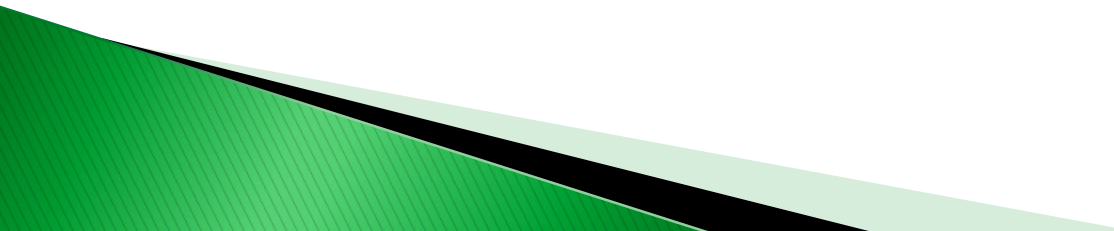
[https://www.csus.edu/academic-affairs/faculty-affairs/\\_internal/\\_documents/sabbatical-report-form.pdf](https://www.csus.edu/academic-affairs/faculty-affairs/_internal/_documents/sabbatical-report-form.pdf)

\*\*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 Affairs, [facultyaffairs@csus.edu](mailto:facultyaffairs@csus.edu), **no later than 5:00pm Friday, August 28, 2026**. 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.

# DIFFERENCE IN PAY LEAVE

- ▶ Difference-In-Pay (DIP) Leave is not competitive like Sabbaticals. It is a paid leave for purposes that provide a benefit to the CSU. Applications can be submitted anytime and are typically for one or two-semester leaves but can also be shorter.
- ▶ Eligibility – must have served full-time for six (6) years in the preceding seven (7) year period and at least three (3) years after their last DIP or sabbatical leave. Eligibility and application requirements can be found on our [website](#).
- ▶ Applications are reviewed by a Departmental Committee, the Dean and Provost for final decision. They are not reviewed by the Sabbatical Leave Committee.
- ▶ Faculty will need to submit a project proposal as part of their application. There is a return service requirement and faculty are required to submit a DIP report after the leave is finished.
- ▶ DIP Salary – your monthly salary will be your current monthly salary minus the minimum for Lecturer A (currently \$5,507). Example: \$7,000–\$5,507 = \$1,493 monthly.

# 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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Phillip Booth, Personnel Analyst

- Office of Faculty Affairs
- (916) 278-2177 – [booth@csus.edu](mailto:booth@csus.edu)

Benefits Office

- (916) 278-6213 – [benefits@csus.edu](mailto:benefits@csus.edu)

Office of Faculty Affairs

- (916) 278-2913 – [facultyaffairs@csus.edu](mailto:facultyaffairs@csus.edu)

**QUESTIONS ???**