

**HUMBOLDT STATE UNIVERSITY APPLICATION FOR DIFFERENCE IN PAY LEAVE**  
*(As provided by Title 5 of the California Code of Regulations Sections 43000-43008)*

All applications for Difference in Pay Leave shall be submitted by midnight on the first Monday in October, unless an alternate deadline is provided by your College/Unit.

 **SUBMIT REQUIRED MATERIALS VIA INTERFOLIO – SEE APPLICATION INSTRUCTIONS ON PG 2 BELOW**

**PART I: BACKGROUND INFORMATION**

<b>NAME:</b> (Last, First)		<b>HSU ID:</b>	<b>EMAIL:</b>
<b>ACADEMIC RANK &amp; DISCIPLINE:</b>		<b>COLLEGE &amp; DEPARTMENT OR EQUIVALENT UNIT:</b>	
<b>EMPLOYED BY HSU SINCE:</b>	<b>DATE OF LAST SABBATICAL LEAVE:</b> (If applicable)	<b>DATE OF LAST DIP LEAVE:</b> (If applicable)	
<p><b>ACADEMIC YEAR OF PROPOSED LEAVE:</b> _____</p> <p>Type of leave requested: (Check one)</p> <p> <input type="checkbox"/> One semester – Select term:    <input type="checkbox"/> Fall semester    <input type="checkbox"/> Spring semester </p> <p> <input type="checkbox"/> Academic Year </p> <p> <input type="checkbox"/> Other: (dates) _____ </p>			
<p>I will file a report on the professional activities undertaken during the leave pursuant to the Difference in Pay Leave Proposal in accord with the standards for preparation of such reports. I understand that future requests for difference in pay leaves may not be considered unless such a report is filed. (Please note: The Standards for Preparation of Difference in Pay Leave Report document is available on the Academic Personnel Services website.)</p>			<input type="checkbox"/> I agree
<p><b>IF APPLICABLE:</b> I have appended a copy of my most recent sabbatical and DIP leave report(s) along with the letter(s) of response by the President (or his/her designee – currently the College/Library Deans) acknowledging receipt.</p>			<input type="checkbox"/> Included <input type="checkbox"/> N/A

## PREFACE

In accordance with the CBA 28.7, the Departmental Committee "...shall consider questions related to the quality of the proposed difference in pay." Please provide the information requested below. Use the format provided. Brevity will be appreciated. Include copies of letters from scholars, institutes, granting agencies, and other pertinent documentation that supports the proposal. Do not submit copies of publications, creative works, etc.

## PART II: DIFFERENCE IN PAY LEAVE PROJECT PROPOSAL

1. **Description of Difference in Pay Proposal:**

Please write a description of the project in language that can be understood by an educated lay-person. Describe the purpose and goals of the project and how you intend to achieve the described goals. Avoid the use of specialized or technical language unless the terms are clearly explained.

2. **Benefits to CSU:**

Please describe, according to the CBA 28.1 Difference-in-Pay, the benefits that will accrue to the University and its students; **"A difference in pay leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining."**

3. **Resources:**

Please itemize, according to the **CBA Article 28.5**, what CSU resources, if any, will be necessary to carry out the stated purposes of this difference in pay leave, and provide a statement of the time requested.

## PART III: APPLICATION INSTRUCTIONS

***SUBMIT APPLICATIONS VIA INTERFOLIO. TO REQUEST AN APPLICATION TEMPLATE, EMAIL [APS@HUMBOLDT.EDU](mailto:APS@HUMBOLDT.EDU) OR CONTACT YOUR COLLEGE OFFICE.***

Applications must be submitted by midnight on the first Monday in October of the year prior to the academic year of requested leave, unless an alternate deadline has been provided by your college. No late applications will be considered.

**Required application materials:**

- Form 310: DIP Leave Application Form (pg 1 of this document)
- Description of DIP Leave Project Proposal
- Supporting Materials
- Prior Sabbatical and/or DIP Leave Report (if applicable)
- DIP Application Information Form (available in Interfolio)

## PART IV: ADDITIONAL INFORMATION

If approved, applicants will be required to submit a signed and notarized Certification Page with a list of assets guaranteeing a return to service at the rate of one semester of service for each semester of leave. In lieu of a list of assets, the applicant may submit a notarized Promissory Note. Both documents are available on the Academic Personnel Services website.

***If you expect to engage in additional and/or outside employment while on DIP leave, prior approval from the Provost is required (prior approval is not required for recipients of Fulbright fellowships).***