


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

All applications for Sabbatical Leave shall be submitted by the deadline established in the given academic year. The Professional Leave Committee will not consider any applications submitted after the deadline. No faculty member will be awarded a sabbatical leave without review and recommendation from the Professional Leave Committee.

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

PART I: BACKGROUND INFORMATION

NAME: (Last, First)		HSU ID:	EMAIL:
ACADEMIC RANK & DISCIPLINE		COLLEGE & DEPARTMENT OR EQUIVALENT UNIT:	
EMPLOYED BY HSU SINCE:	DATE OF LAST SABBATICAL LEAVE: (If applicable)	DATE OF LAST DIP LEAVE: (If applicable)	
<p>ACADEMIC YEAR OF PROPOSED LEAVE: _____</p> <p>Type of leave requested: (Check one) <i>Be sure to accurately indicate on your application form the time period during which you would like to be on sabbatical leave.</i></p> <p style="padding-left: 40px;"> <input type="checkbox"/> One semester at full pay – Select term: <input type="checkbox"/> Fall semester <input type="checkbox"/> Spring semester <input type="checkbox"/> Academic Year – two semesters at one-half pay </p>			
<p>I will file a report on the professional activities undertaken during the leave pursuant to the Sabbatical Leave Proposal in accord with the standards for preparation of such reports. I understand that future requests for sabbatical leaves may not be considered unless such a report is filed. (Please note: The <i>Standards for Preparation of Sabbatical Leave Report</i> document is available on the Academic Personnel Services website.)</p>			<input type="checkbox"/> I agree
<p>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
<p>I have attached supplementary materials in support of my application (e.g., letters of invitation, contracts, accepted manuscripts, etc.)</p>			<input type="checkbox"/> Included <input type="checkbox"/> N/A

PART II: SABBATICAL LEAVE PROJECT PROPOSAL

Description of Sabbatical Proposal (1250 words maximum):

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.

Proposals must address the following:

- **Benefits to CSU:** Please describe, according to *CBA Article 27.1*, the benefits that will accrue to the University and its students; "**A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining.**"
- **Resources:** Please itemize, according to the *CBA Article 27.3*, what CSU resources, if any, will be necessary to carry out the stated purposes of this sabbatical leave, and provide a statement of the time requested, which should not exceed one (1) year.

Supporting Materials:

In support of the Sabbatical Proposal, please provide appropriate materials, such as invitations, letters or correspondence of support (up to four) from colleagues at HSU or elsewhere showing the relevance, significance, and/or feasibility of the project(s), contracts, letters, or correspondence indicating interest from publishers, etc. Do not submit copies of publications, creative works, etc. If you have received a sabbatical or DIP leave in the past, please include your previous sabbatical and/or DIP report.

PART III: APPLICATION INSTRUCTIONS

SUBMIT APPLICATIONS VIA INTERFOLIO. TO REQUEST AN APPLICATION TEMPLATE, EMAIL APS@HUMBOLDT.EDU OR CONTACT YOUR COLLEGE OFFICE.

Applications must be submitted **no later than midnight on the first Monday in October** of the year prior to the academic year of requested leave. No late applications will be considered.

Required application materials:

- Form 320: Sabbatical Application Form (pg 1 of this document)
- Description of Sabbatical Leave Project Proposal
- Supporting Materials
- Prior Sabbatical and/or DIP Leave Report (if applicable)
- Sabbatical Application Information Form (available in Interfolio)

PART IV: ADDITIONAL INFORMATION

Evaluation of Proposals:

The CSU and the HSU Professional Leave Committee consider the articulation of benefits to the CSU to be **primary** in evaluating proposals for sabbatical leave. The Professional Leave Committee also considers the **likelihood of achieving the goals of the proposed project** to be a significant factor in evaluating the proposal. Proposals shall be identified as highly recommended, recommended, or not recommended and subsequently forwarded to the appropriate administrator.

Required Certification for Approved Leaves:

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 signed and notarized Promissory Note. Both documents are available on the Academic Personnel Services website.

Additional or Outside Employment during Sabbatical:

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