

August, 2024

Guidelines for Preparing Sabbatical and Difference-In-Pay applications for AY 2025/2026

The application forms for both sabbatical leaves and DIPs (Forms 310 and 320) are now combined and published online as a [Google Form](#). Prepare your materials for the form submission before you get started, because the form accepts only one submission per applicant and no resubmissions are permitted.

[Jump to DIP application guidelines.](#)

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, following 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, following 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 Humboldt 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.

APPLICATION INSTRUCTIONS

Use the [online form](#) to submit your AY 25/26 sabbatical application.

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:

Sabbatical Application Form (Completed Google form)

- Description of Sabbatical Leave Project Proposal
- Supporting Materials
- Prior Sabbatical and/or DIP Leave Report (if applicable)

ADDITIONAL INFORMATION

Evaluation of Proposals

The CSU and the Cal Poly Humboldt 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). Please contact APS for further instructions.

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, following 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.

DIP APPLICATION INSTRUCTIONS

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:

- [Completed application made in Google Forms](#)
- Description of DIP Leave Project Proposal
- Supporting Materials
- Prior Sabbatical and/or DIP Leave Report (if applicable)

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).