

San José State University
APPLICATION FOR SABBATICAL LEAVE
For Academic Year 2009-2010
Due to Department Chair: 9/5/08

INSTRUCTIONS:

1. Submit original application and contact Dean's office for number of copies needed.
2. If animal or human subjects are involved in the project:
 Is appropriate committee clearance attached?
 If not attached, indicate date application was made.
 Documentation that such clearance is not necessary.
3. The Terms and Conditions Agreement must be signed and attached to each application.

NOTE:

Upon notice from the President that a sabbatical leave has been awarded, the applicant must file a bond or promissory note. (See Indemnification section of Terms and Conditions.)

[1] APPLICANT

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<hr/>	<hr/>	<hr/>
<i>College</i>	<i>Department</i>	<i>Academic Rank</i>
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[2] APPOINTMENT HISTORY FOR LAST SEVEN YEARS

NOTE:

The CFA-CSU Agreement, Article 27, Section 2 states that: "A full-time faculty unit employee shall be eligible for a sabbatical leave if he/she has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical or difference in pay leave."

<i>Academic Year</i>	<i>Fall/Fraction of Time</i>	<i>Spring/Fraction of Time</i>
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Did you submit a report of your previous sabbatical leave? Yes _____ No _____
 This is my first sabbatical leave? Yes _____ No _____

[3] TYPE OF LEAVE REQUESTED (*Leaves are for academic year; faculty with 12 month assignments return to an AY appointment for the duration of the Sabbatical award.)

_____ Two semesters, half pay (AY 2009-2010)
 _____ One semester, full pay Fall 2009 _____ or Spring 2010 _____

Destination:

Last Name

First Name

Middle Name

[4] REMUNERATION

Will you receive remuneration for your project other than your University salary?

_____ Yes

If yes, explain:

_____ No

[5] PROPOSAL SUMMARY (100 WORDS OR LESS)

[6] SABBATICAL LEAVE PROJECT PROPOSAL

Please attach a concise description of the project. This description may not exceed 4 pages, double-spaced.

A. The applicant shall provide

- a detailed description of the plan to carry out the project, including, if appropriate, a description of any preparatory work scheduled before the leave or of pertinent completed work;
- a statement of the project's benefit to the University in one or more of the following ways (not listed in rank order): scholarly, creative, and/or professional advances; activities which enhance a faculty member's pedagogical and/or professional competencies; projects which contribute significantly to the development of a discipline or curricular area;
- evidence of the applicant's ability to complete the project;
- the time-lines for the completion of the project.

NOTE: As addenda to the four-page project description, you should attach only documentation that is pertinent to the feasibility of the project (letters of invitation to work in a lab, endorsements indicating critical value of the project to the applicant's file, etc.). General letters of recommendation are not needed.

B. Please attach a current vita.

C. *Please attach the Terms and Conditions Agreement.*

Last Name

First Name

Middle Name

ENDORSEMENT BY DEPARTMENT CHAIR
Due to faculty member on 9/12/08
Forward to Dean's Office on 9/19/08

_____ Suitable arrangements can be made so as not to disrupt seriously the continuing course offerings of the department or the functioning of the unit.

_____ The continuing course offerings of this department or the functioning of the unit will be seriously disrupted if the applicant is granted a sabbatical leave.

Statement of benefits, if any, to the department if the leave were approved:

Department Chair's Signature

Date

Last Name

First Name

Middle Name

RANKING OF COLLEGE PROFESSIONAL LEAVES COMMITTEE

Due to Applicant on 10/31/08

Due to College Dean on 11/07/08

Evaluation of strengths and weaknesses of proposal in terms of the criteria listed in Section IV of UP S96-7, Sabbatical Policy: "The major criterion for evaluating applications for sabbaticals, is the benefit to the University in one or more of the following ways, not listed in rank order: through the project's contributions to scholarship, to creative activities and/or professional advances; through the project's contribution to curricular development; through the project's contribution to the improvement of instruction or academically related areas and/or the instructional or professional skills of the applicant. Additional criteria are the applicant's ability to carry out the proposal, the planning evidenced in the detailed description of the proposal, and the time-lines for the completion of the project."

Please rank each application in only one of the below categories. All applications for 1 year at 1/2 salary must be rank ordered in the first column. All applications for 1 semester at full salary must be rank ordered in the second column. For applications that do not meet criteria, please indicate below.

Sabbatical Type

1 Year at 1/2 Salary

Ranking: ____ of ____ 1/2 Salary Sabbaticals

1 Semester at Full Pay

Ranking: ____ of ____ Full Salary Sabbaticals

Signature of Chair of College Professional Leaves Committee

Date

Last Name

First Name

Middle Name

RECOMMENDATION OF COLLEGE DEAN
Due to Faculty Member on 11/24/08
Due to Faculty Affairs Office on 12/01/08

Please rank each application in only one of the below categories. All applications for 1 year at 1/2 salary must be rank ordered in the first column. All applications for 1 semester at full salary must be rank ordered in the second column. For applications that do not meet criteria, please indicate below.

Sabbatical Type

1 Year at 1/2 Salary

1 Semester at Full Pay

Ranking: ____ of ____ 1/2 Salary Sabbaticals

Ranking: ____ of ____ Full Salary Sabbaticals

Does Not Meet Criteria _____
(Please check those that apply)

- Budget
- Quality of Proposal
- Effect on Curriculum
- Operation of Department

Recommendation: _____ Approve
_____ Disapprove

Reason(s) for Recommendation:

College Dean's Signature

Date

Please ensure that all documents are forwarded together to the Office of Faculty Affairs:

Proposal
Chair's Statement and Response, if any from Applicant
College Committee's Ranking and Response, if any, from Applicant
Dean's Recommendation
Terms and Conditions

Faculty Affairs will add any response from applicant to Dean's recommendation.