Sabbatical

A sabbatical leave is intended to benefit the University by affording faculty time to take advantage of professional development opportunities such as conducting research, engaging in scholarly and creative activities, improving instruction, or obtaining faculty retraining. Prior to final approval, applicants for sabbatical leave are required to file a statement of assets or a promissory note with University Personnel guaranteeing the University against loss should the employee fail to return after the sabbatical leave. The sabbatical application (described below) is submitted and reviewed in eFaculty. (*See CBA Article 27; University Policy F08-4*).

Eligibility

A full-time faculty unit employee (including lecturer) is eligible for a sabbatical leave if they have served full-time as faculty at SJSU for six (6) of the seven (7) years preceding the leave, and at least six (6) years after any previous sabbatical or difference in pay leave. For tenure line faculty, credit granted toward the completion of the probationary period for service elsewhere applies towards fulfilling the eligibility requirement. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in faculty service for eligibility requirements.

The Sabbatical Application

Applications are only accepted via eFaculty. The following items constitute, and are required for, the Sabbatical Application:

1. Applicant information; input directly into eFaculty's RPT platform.
2. Curriculum Vitae (CV); uploaded to eFaculty.
3. Sabbatical Project Description; uploaded to eFaculty:
   a. **Proposal Summary** (100 words or less)
   b. **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. This description may not exceed 4 pages, double-spaced.
   c. **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.
   d. **Evidence of ability** to complete the project.
   e. **A timeline** for the completion of the project.
   f. **Addenda** to the four-page project description are permitted; 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.
4. IRB Approval for Animal or Human Subjects required if applicable; upload to eFaculty (if applicable).
5. Sabbatical Terms and Conditions Agreement; acknowledgement in eFaculty. 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.)

Initiating Your Case

To initiate your case, you must notify UP - FS with your intent to apply by email from your SJSU email address. Please send by the deadline date on the Sabbatical Review Calendar, stating your intent to apply for sabbatical to up-facultyservices@sjsu.edu. After your case is activated, you will receive an email confirmation, and you may upload your application. If you do not receive a confirmation email by the closing deadline noted on the above calendar, please let us know. (*The new case email will have a link for opening the case in eFaculty, "VIEW CASE," which will attempt to use your SJSU single sign-on (SSO) to enter eFaculty. If you are taken to the vendor, Interfolio's sign-on page, sign in with "Partner Institution," selecting San José State University. The sign-on protocol will then activate SJSU's SSO. Alternatively, one could enter eFaculty by choosing the eFaculty tile on the one.SJSU.edu website.*)

Please note the deadline date to submit your application on the Sabbatical Review Calendar.

One may not submit the application until a case has been created. Help for using eFaculty and viewing your application (your packet), as reviewers will see it, are found on the eFaculty Training and Help website and in the What Goes Where? Preparing Materials in eFaculty guide. (Please note that forms completed in RPT-- items 1 and 5 above--are not viewable in the reader with the uploaded material--items 2 - 4 above. They can only be reviewed by the applicant in input mode.) Please contact up-facultyservices@sjsu.edu or Remie Bontrager (remie.bontrager@sjsu.edu) if you have any questions.