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 People and Culture 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).

Eligible faculty will receive an email from Faculty Services with instructions on how to apply for sabbatical leave. Faculty members will submit their application materials to an eFaculty case, which will then be forwarded for a statement by the department detailing any effects a sabbatical leave would have on departmental operations. The proposal is then reviewed by the college committee, Dean, and University committee. The Office of the Provost will issue the final decision. All cases will be filed in the applicant's personnel action file (PAF).

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. Probationary service credit granted to new probationary faculty 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. However, affected years are not counted as full-time faculty service years either--with the exception of 1 year counted for a professional leave of absence. Sabbatical leave eligibility is calculated starting with the next academic year after a sabbatical or difference-in-pay is taken.

Initiating Your Case in eFaculty

To initiate your case, you must notify Faculty Services via an email to facultyservices@sjsu.edu from your SJSU email address with your intent to apply by the deadline date on the Sabbatical Review Calendar. After your case is activated in eFaculty, 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'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 webpage and in the What Goes Where? Preparing Materials in eFaculty guide. (Please note that forms completed in RPT—items 1 and 5 below—are not viewable in the RPT reader like your uploaded materials. They can only be reviewed by the applicant in input mode.)

The Sabbatical Application

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

1. Applicant information and required questions; form in eFaculty's RPT platform.

2. Sabbatical Terms and Conditions Agreement; form 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.)

3. Sabbatical Project Description: uploaded to eFaculty:
    a. Proposal Summary (100 words or less)
    b. Detailed description that does not exceed 4 pages, double-spaced. The description should include the following 4 topics:
        - 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.
        - Statement of the project's benefit to the University in one or more of the following ways: research, scholarly, and creative activity, instructional improvement or professional currency.
        - Evidence of ability to complete the project.
        - A timeline for the completion of the project.
    c. Addenda to the four-page project description are permitted. If not in the description above, works cited, if any, may be placed here. Other documentation that is pertinent to the feasibility of the project (e.g., letters of invitation to work in a lab, endorsements indicating critical value of the project to the applicant's file, etc.) may be added here. General letters of recommendation are not needed.
    d. Additional Addenda if Required. If any of the following apply, a statement with documentation attached is required. Please upload these to eFaculty.
        - IRB Approval and/or application for approval of using Animal or Human Subjects.
        - College Dean approval and/or application for approval of a health & safety plan for transfer of oversight by SJSU staff or faculty of research spaces (labs or activity spaces) or supervision of others in your absence.
        - Plan to name a replacement on any federally funded grant(s) if required by the grant.
        - A plan for Outside Employment or Additional Employment should state the employer, how the employment is related to the project, will advance the project's goals, and will help make the project more successful.

4. Current Curriculum Vitae (CV)

Criteria for Evaluation

The University Sabbatical Leaves Committee will review cases based on dimensions of quality that center on how well activities would enhance the educational environment and/or facilitate the professional development of the faculty member.

Committees are responsible for rating the **quality** of each proposal. Generally, dimensions of quality include:

1. Alignment with the Intended Purpose of Sabbaticals
2. Clarity, Organization, Coherence
3. Disciplinary Grounding, Academic Rigor
4. Defined Outcomes, Expected Impact and Potential Value of Outcomes
5. Planning and Feasibility of the Proposal--consideration of the following elements of this dimension is required by University Policy F08-4:
    - Ability to complete (e.g., Adequate Resources, Prior Experience)
    - Detailed Description (e.g., Thorough, Responsible, Ethical, Well-Planned)
    - Timelines for Completion (e.g., Realistic, Efficient, Contingencies Addressed)

University Policy allows committees to define and rate quality differently as long as the elements of item 5 are included. Reports of committee evaluations will differ by project length (semester vs. AY). For each, the report will include:

Semester Projects

- Determination of whether the proposal is meritorious or not
- Statement of strengths and weaknesses of each proposal
- Rank of each proposal in relation to all other semester proposals

Academic Year Projects

- Determination of whether the proposal is meritorious or not
- If not meritorious, a statement explaining why is required. Other committee comments are welcome.

Additional Employment, Outside Employment, or Service

Plans for remuneration in addition to your University salary should be submitted with your application in an appendix. This will facilitate approval for the employment when requested after award of a sabbatical. However, other opportunities that arise after your proposal submission may be approved if they are in support of your project.

You must receive Faculty Services approval in order to perform any additional employment, outside employment, or service work during the sabbatical leave period. Requests for approval to work during a sabbatical must be submitted to Faculty Services independently of any mention of the work in the proposal. To request approval to work, please follow the approval guidelines. You may request approval to work only after you have been notified of the award of a sabbatical.

For information pertaining to post-award activities, refer to this document: Sabbatical/DIP Information Sheet.

Please contact facultyservices@sjsu.edu if you have any questions.