SABBATICAL INFORMATION SHEET

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).

Review Process

Eligible faculty will receive an email from Faculty Services with instructions to apply for sabbatical leave. Faculty members will submit their application materials to an eFaculty case, which will then be forwarded for review by the department, college, and university committees. The Office of the Provost will issue the final decision.

Department Planning

The following items must be addressed by the faculty member and department the faculty member submits their application materials. If any of the following apply, a statement with documentation attached is required to be uploaded 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.

Final Approval and Promissory Note

Final approval of a sabbatical leave shall not be granted until the applicant has filed with University Personnel a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.

Changes to Sabbatical

If circumstances warrant the need to change your approved sabbatical leave for the Semester or Academic Year, or if, for any reason, you decide not to take your sabbatical leave during the awarded Semester or AY, you must request a change using the Sabbatical Change Request Form. You may request a change from semester to AY (meritorious and competitive) with approval, but you may not request a change from AY to semester vs meritorious and non-competitive). Per Article 27.10-d: Faculty unit employee requests for deferral of an approved sabbatical will be considered by the appropriate administrator. You must obtain approval of the change from your Department Chair and College Dean (or equivalent) prior to review by Faculty Services. Sabbatical semester changes may not be implemented by the faculty member or any division without written approval by Faculty Services on this Form.

Additional or Outside Employment

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

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.

Impact of Sabbatical Leave

When on Sabbatical, faculty can expect their pay to be generally affected as follows:

a. One semester sabbatical will pay a full salary
b. Two semesters on sabbatical will pay one-half of full salary
c. For faculty members holding Chair positions, department chair stipends will not be paid

Faculty members will continue to receive health, dental and appropriate fringe benefits during sabbatical leave if they were receiving the benefits before the leave. In addition, faculty members will accrue sick leave, vacation, and service credit towards applicable process during the leave.

Returning from Sabbatical Leave

Once the sabbatical leave has been completed, the employee must return service to the University at the rate of one term of service for each term of leave taken. Leaves of absences do not count towards return service.

Within six (6) weeks after returning to service at San José State University, the faculty member must submit a written report, via the dean, to the Associate Vice President, Faculty Services, James Lee (james.lee@sjsu.edu). Faculty members are also encouraged to present the results of the sabbatical leave at departmental, college or university forums.

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