




SAN DIEGO STATE  
UNIVERSITY

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TO: Deans and Associate Deans  
Department Chairs and School Directors

FROM: Joanna Brooks   
Associate Vice President for Faculty Advancement

SUBJECT: Sabbatical and Difference-in-Pay Leave Program

SDSU awards sabbaticals on a competitive basis for scholarly, creative, and research projects that benefit the University. This memo provides Academic Year 2018 - 2019 information on SDSU's Sabbatical and Difference-in-Pay (DIP) Leave program; it will also be published on-line at <http://fa.sdsu.edu/tenure/leaves>.

A list of tenured and tenure-track faculty in your college who are eligible to apply this fall for a sabbatical or a difference-in-pay leave in the 2019 - 2020 academic year has been provided to your Dean's office. **Departments and schools are asked to notify eligible faculty and direct them to application forms at the Faculty Advancement website:** <http://fa.sdsu.edu/tenure/leaves>

Staff should verify applicant eligibility as applications are received. As indicated on the application form, professional or personal leaves and extensions of the probationary period may impact sabbatical eligibility. If there are any questions about eligibility or discrepancies in eligibility records, please contact Faculty Advancement at 594-6111, ext.4.

Each college receives an allocation of awards by the process specified in Article 27.10 of the Collective Bargaining Agreement. *Leave requests for two semesters at one-half of full salary do not count towards college allocations; they are not ranked and must be approved if they meet application criteria.*

**APPLICATION AND REVIEW TIMELINE**

*Applications are available at the Faculty Advancement website:*

<http://fa.sdsu.edu/tenure/leaves>

September 14, 2018	Faculty applications due to chairs/directors
Early October 2018	Colleges notified of sabbatical award allocations
October 5, 2018	Departmental/school rankings due to college committee
November 9, 2018	College committee rankings due to deans
November 19, 2018	College committees' and deans' rankings due to Faculty Advancement
Early December 2018	Applicants notified of award outcomes by Provost via Faculty Advancement

## **EVALUATION**

Faculty reviewers and administrators should take into account the programmatic and budget impact of leaves as well as the quality of proposals. If the department/school committee does not recommend or rank an applicant for a sabbatical leave, the applicant *must be given an opportunity to revise and resubmit the proposal to the department/school committee*. If the dean does not recommend an applicant for either a sabbatical leave or a difference-in-pay leave, rationale must be provided.

## **FINAL REPORT DUE DATES**

*Faculty returning from Sabbatical / DIP leave are required to submit a final report. Report forms are available at the Faculty Advancement website: <http://fa.sdsu.edu/tenure/leaves>*

October 15, 2018	Final reports from 2017 - 2018 sabbatical / DIP recipients due to Faculty Advancement (via chair/director and dean)
October 15, 2019	Final reports from 2018 - 2019 sabbatical / DIP recipients due to Faculty Advancement (via chair/director and dean)

- c: Joseph F. Johnson, Jr., Interim Provost and Senior Vice President
- Radmila Prislin, Associate Vice President for Academic Affairs-Resource Management
- Dean's Office Administrative Staff
- Department or School Office Administrative Staff