

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1378**

**FACULTY PROFESSIONAL LEAVE WITH PAY REQUEST
DIFFERENCE IN PAY LEAVE APPLICATION FORM**

INSTRUCTIONS

1. Complete the information below. Page 1378-1 shall serve as the cover sheet to your request.
2. Prepare a summary of your leave proposal on Page 1378-2. This summary should serve as a quick reference to the principal features of your leave proposal.
3. Prepare a statement explaining the nature of the proposed activities or project including the items listed on Page 1378-3.
4. Attach a résumé or c.v.

SEE POLICY 1377, UNIVERSITY MANUAL, FOR LEAVE REQUEST PROCEDURE AND ARTICLE 28 OF THE UNIT 3 (FACULTY) COLLECTIVE BARGAINING AGREEMENT.

COMPLETED APPLICATIONS FOR BOTH ON-CYCLE AND OFF-CYCLE (CBA 28.6) DIFFERENCE IN PAY LEAVE REQUESTS MUST BE SUBMITTED THROUGH CAMPUS E-MAIL TO THE DEPARTMENT CHAIR/DIRECTOR. THE DEPARTMENT CHAIR/DIRECTOR SHALL SUBMIT THROUGH CAMPUS E-MAIL THE APPLICATIONS TO THE DEPARTMENT LEAVE COMMITTEE. ON-CYCLE DIFFERENCE IN PAY LEAVE REQUESTS SHALL FOLLOW THE ESTABLISHED UNIVERSITY SCHEDULE.

Candidate Information

Name _____

Academic Rank _____

Department _____ College/Library/CAPS _____

Date Appointed to Full-Time Position _____

List semesters requested for Difference in Pay Leave

SUMMARY OF LEAVE PROPOSAL

PLEASE LIMIT YOUR RESPONSES TO THE SPACES PROVIDED.

GOALS AND OBJECTIVES

PLAN OR SCHEDULE FOR ACHIEVING GOALS

(e.g., study plan, highlights of travel and meeting itinerary, writing schedule, course work, etc.)

ANTICIPATED RESULTS OF LEAVE

(e.g., titles or topics of expected books, journal articles, manuals, art work, lectures, etc.)

ADDITIONAL COMMENTS

(e.g., special institutional arrangements, invitations, graduate admissions or progress)

DIFFERENCE IN PAY LEAVE PROPOSAL

Attach a statement explaining the nature of the proposed program, showing how the candidate and University will benefit as a result of the experience to be gained by the candidate during the leave. The statement shall address all items shown below as applicable. Attach copies of any documents that would clearly support your proposal.

1. Purpose of leave and anticipated results.
2. Explain the benefits of the leave to the University, the faculty's professional development as a teacher and scholar, the faculty discipline, and students.
3. Extent of travel — dates and itinerary, if applicable.
4. Schools, agencies, industries, etc., where study or travel is planned, status of preparation required prior to leave, if applicable.
5. Auspices under which study is to be done. Provide available documentation. Attach copies of appropriate letters of invitation, correspondence with cooperators or institutes, graduate student agreements, if applicable.
6. Nature, amount, and sources of anticipated supplementary support (such as travel funding, research fellowship, research grants), if applicable.
7. If the timing of the leave is critical, please provide an explanation. The explanation is optional for on-cycle difference in pay leave requests.
8. Your academic preparation and professional experience applicable to proposed program.
9. Indicate any previous work or preparation in direct support of your proposed leave program (include pertinent dates, arrangements or agreements, indications of progress, etc.). (if applicable)
10. Project plan describing the project activities and timeline.

**DIFFERENCE IN PAY LEAVE
DEPARTMENT CHAIR STATEMENT**

Applicant Name: _____ Proposal Title: _____

Please check the following as appropriate:

_____ Academic semester(s) requested for the difference in pay leave does not have a significant impact on the department course offerings and departmental operations.

_____ Academic semester(s) requested for the difference in pay leave has an unmanageable impact on the department course offerings and departmental operations. The Department recommends that the applicant change the requested leave semester(s) to

Additional Comments:

Department Chair Signature: _____ **Date:** _____

**DIFFERENCE IN PAY LEAVE
DEPARTMENT LEAVE COMMITTEE EVALUATION FORM**

Applicant Name: _____ Proposal Title: _____

Please provide your comments below (attach additional sheets as necessary):

Evaluative Criteria

1. Appropriateness of the activity for a difference in pay leave

2. Benefits to faculty development, university, and students

3. Feasibility of proposed activities (including qualification of proposer, clarity of objective, project timeline, and budgetary resources)

Additional Comments:

Recommend Difference in Pay Leave: Yes _____ No _____

Signatures of Department Leave Committee Members

Chair, Department Leave Committee	Date	Member	Date
Member	Date	Member	Date
Member	Date	Member	Date

**DIFFERENCE IN PAY LEAVE
DEAN/DIRECTOR EVALUATION FORM**

Applicant Name: _____ Proposal Title: _____

Please provide your comments below (attach additional sheets as necessary):

Evaluative Criteria

1. Appropriateness of the activity for a difference in pay leave

2. Benefits to faculty development, university, and students

3. Feasibility of proposed activities (including qualification of proposer, clarity of objective, project timeline, and budgetary resources)

Additional Comments:

Recommend Difference in Pay Leave: Yes _____ No _____

Signature of Dean/Director: _____ **Date:** _____