

Faculty Leaves Workshop

OFFICE OF FACULTY AFFAIRS
Application Cycle 2020-2021

Presented by
Martin F. Sancho-Madriz, Ph.D.
Associate Vice President of Faculty Affairs



Professional Leaves

Sabbatical and Difference-in-Pay

- *Professional leaves shall be for the purposes that provide a benefit to Cal Poly Pomona, such as research, scholarly and creative activity, instructional improvement, faculty retraining, and professional development of faculty members as teachers and scholars*

Professional Leaves

Sabbatical and Difference-in-Pay

- Governed by:
 - Collective Bargaining Agreement (CBA)
 - Articles 27 (Sabbatical Leaves) and 28 (Difference in Pay Leaves)
- Campus Policies
 - Policy 1375: Sabbatical Leave Policy
 - Policy 1377: Difference in Pay Leave Policy

How to find CBA and Campus Policies?



Office of Faculty Affairs

Home

About Us ▾

Tenure Line Faculty ▾

Temporary Faculty ▾

Unit 11 Employees ▾

Leaves

Retirement Programs

Related Resources



Academic
Manual



Collective
Bargaining



Center for the
Advancement
of Faculty
Excellence



Inquiries



Interfolio



Explore
YourLife@CPP



NCFDD

**Academic Manual Home**

0100 - 0200 | Organization and Shared Governance

1000 - 1099 | Academic Organization and Services

1100 - 1199 | Curricular Policies

1200 - 1299 | Research and Instructional Support

1300 - 1399 | Academic Personnel Policies 

1300 - 1324 | Faculty and MPP Appointments

1325 - 1349 | Faculty and MPP Performance Evaluations

1350 - 1360 | Grievance and Disciplinary Action

1375 - 1385 | Faculty Leaves

1386 - 1392 | Resignation, Retirement and Regulations

1393 - 1399 | Compensation and Workload

1400 - 1499 | Academic Standards and Regulations

1500 - 1599 | General Policies

1600 - 1699 | Grading and Student Affairs

Search Academic Manual

Feedback for Academic Manual

Academic Manual Team

Academic Manual Home**Academic Manual**

The Academic Manual is an online central repository for all academic policies at Cal Poly Pomona. It contains academic policies that have come into existence as a result of the shared governance structure at Cal Poly Pomona. The [development and/or revision of campus policies](#) starts with a referral submitted to the [Academic Senate](#). Through research, consultation, and careful deliberation, the Academic Senate adopts policies, which are then transmitted to the President for review and approval. Following approval by the President, the policy is included in this Academic Manual.

Through the diligent work of the Academic Senate, a [system of categorization](#) was proposed for academic policies. This system categorizes policies by broad functional areas and assigns blocks of policy numbers to each area. The areas included in the Academic Manual are:

| Policy Numbers | Area |
|----------------|------------------------------------|
| 100 – 200 | Organization and Shared Governance |
| 1000 – 1099 | Academic Organization and Services |
| 1100 – 1199 | Curricular Policies |
| 1200 – 1299 | Research and Instructional Support |
| 1300 – 1399 | Academic Personnel Policies |
| 1400 – 1499 | Academic Standards and Regulations |
| 1500 – 1599 | General Policies |
| 1600 – 1699 | Grading and Student Affairs |

Please use the left navigation bar to browse through the policies. Alternatively use the search feature

Related Links

[Academic Senate](#)

[University Catalog](#)

[University Policies](#)

[Delegations of Authority](#)

[CSU Executive Orders](#)

[CFA Contract](#)

[Academic Planning and Resources](#)

Academic Manual Home

Academic Manual Home

[0100 - 0200 | Organization and Shared Governance](#)[1000 - 1099 | Academic Organization and Services](#)[1100 - 1199 | Curricular Policies](#)[1200 - 1299 | Research and Instructional Support](#)[1300 - 1399 | Academic Personnel Policies](#)[1400 - 1499 | Academic Standards and Regulations](#)[1500 - 1599 | General Policies](#)[1600 - 1699 | Grading and Student Affairs](#)[Search Academic Manual](#)[Feedback for Academic Manual](#)[Academic Manual Team](#)

1375 - 1385 | Faculty Leaves: Sabbatical, Difference in Pay(DIP), LWOP

| Policy | Title | Senate Report | Contact |
|----------------------|--|--------------------------------|-------------------------------------|
| 1375 | Sabbatical Leave Policy | AS-2685-167-FA | AVP Faculty Affairs |
| 1376 | Sabbatical Leave Application Form | AS-2685-167-FA | AVP Faculty Affairs |
| 1377 | Difference in Pay Leave Policy | AS-2685-167-FA | AVP Faculty Affairs |
| 1378 | Difference in Pay Leave Application Form | AS-2685-167-FA | AVP Faculty Affairs |
| 1381 | Faculty Leaves of Absence without Pay | AS-2685-167-FA | AVP Faculty Affairs |
| 1382 | Off-Cycle DIP Procedure | AS-2685-167-FA | AVP Faculty Affairs |
| 1383 | Off-Cycle DIP Form | AS-2685-167-FA | AVP Faculty Affairs |
| 1384 | Acceptance of Leave Form | AS-2685-167-FA | AVP Faculty Affairs |

[1375 - 1385 | Faculty Leaves: Sabbatical, Difference in Pay\(DIP\), LWOP](#)

Related Links

[Academic Senate](#)[University Catalog](#)[University Policies](#)[Delegations of Authority](#)[CSU Executive Orders](#)[CFA Contract](#)[Academic Planning and Resources](#)

Faculty Affairs page section on leaves

Home

About Us >

Tenure Line Faculty >

Temporary Faculty >

Unit 11 Employees >

Leaves

Retirement Programs

Related Resources

Leaves

Professional Leave Workshops

The Professional Leave Workshops will be held online and have been rescheduled to the following dates:

- **Wednesday, September 16, 2020, 1:30-2:30 p.m. via zoom:** <https://cpp.zoom.us/j/94355833428>
- **Friday, September 18, 2020, 10:00-11:00 a.m. via zoom:** <https://cpp.zoom.us/j/99180181995>

Sabbatical leave proposals will be submitted this cycle using InfoReady (an online platform).

- [How to Complete Your Sabbatical Application in InfoReady](#)

Difference-in-Pay (DIP) leave proposals will continue to be submitted via email to the Department Chair. The remaining steps will continue via email (Department Leave Committee, Dean, Faculty Affairs).

Sabbaticals

- [Policy #1375: Procedure](#) (pdf)
- [Policy #1376: Application Form](#) (pdf)
- [Department Chair Evaluation Form](#) (doc)
- [Dean/Director Evaluation Form](#) (doc)
- [Policy #1384: Acceptance of Leave Form](#) (pdf)
- [Promissory Note](#) (doc)
- [Sabbatical Leave Calendar](#) (pdf)
- [Salary Information](#) (pdf)
- [Benefits Information](#) (pdf)
- [Tips for Applicants](#) (pdf)
- [Committee Evaluation Instructions](#) (pdf)
- [Post Leave Report Format](#) (pdf)

Difference-in-Pay Leaves (DIP)

- [Policy #1377: Procedure](#) (pdf)
- [Policy #1378: Application Form](#) (pdf)
- [Policy #1384: Acceptance of Leave Form](#) (pdf)
- [Difference-in-Pay Leave Calendar](#) (pdf)
- [Salary Information](#) (pdf)
- [Benefits Information](#) (pdf)
- [Leave Report Format](#) (pdf)

Sabbatical Leave –

- Faculty on Academic Year Appointments (most faculty)
 - 1 semester at full salary
 - 2 semesters at ½ salary
- If on a 12-month appointment, consult with the office
- A sabbatical of 2 semesters may span two academic years, subject to approval

Sabbatical Leave –

- Eligible after 6 years of full-time service since last leave (sabbatical or difference-in-pay)
- **Note:** It is 6 years **worked** since return
 - If the last leave (sabbatical or difference-in-pay) was Fall & Winter of 2012-13, then the next leave can begin no earlier than Spring of 2019
 - If you wish to apply for Fall 2021, the 6 years qualifying period since the last leave (sabbatical or difference-in-pay) begins with Fall 2015

Difference-in-Pay Leave

- A difference-in-pay (DIP) leave may be approved for one or more semesters
- The salary for a DIP leave is:
 - The difference between the faculty employee's salary and the minimum salary of the instructor rank.
 - The difference between the librarian employee's salary and the minimum salary of the lowest comparable time base librarian rank.
 - The difference between the counselor employee's salary and the minimum salary of the instructor rank at the comparable time base

Difference-in-Pay Leave

- Eligible after 6 years (12 semesters) full-time service, or 3 years (6 semesters) of full-time service since last leave (sabbatical or difference-in-pay)
- **Note:** It is 3 years (9 quarters/6 semesters) **worked** since return.
 - If you wish to apply for Fall 2021, the 3 years qualifying period since the last leave (sabbatical or difference-in-pay) begins with Fall 2018

Professional Leaves

Sabbatical and Difference-in-Pay

- Must not accept additional and/or outside employment during the leave period without prior approval by the Provost
- Shall be excused from all other Cal Poly Pomona responsibilities during the period of the leave
- Will not be eligible to serve on any peer review committee during the period of the leave without prior approval by the Provost
- Must render service to the California State University upon return from leave at the rate of one term of service for each term of leave

Application Process

Sabbatical Leave

- Complete Application Form (**Policy 1376**) and include CV
- Faculty member submits application via InfoReady
- Department Chair completes evaluation via InfoReady
- Dean completes evaluation via InfoReady
- Professional Leave Committee evaluates proposals via InfoReady and makes recommendations to the Provost
- Provost notifies faculty members of decision on application

Application Process

Difference-in-Pay Leave

- Complete Application Form (**Policy 1378**) and include CV
- Faculty member emails leave application materials to Department Chair.
- Department Chair forwards to Department Leave Committee
- Department Leave Committee completes evaluation
- Department Chair completes evaluation
- Dean completes evaluation
- Provost notifies faculty members of decision.

Review Criteria

Sabbatical and Difference-in-Pay

1. **Appropriateness** of the proposed activity:
 - Increased mastery of the applicant's own field
 - Development of new areas of specialization
 - Significant improvements in curricula
 - Command of advanced methods of teaching
 - The pursuit of a scholarly research or creative project of a scope or nature not feasible through a normal workload assignment
 - The pursuit of a professional goal that requires extensive travel

Review Criteria

Sabbatical and Difference-in-Pay

2. Benefits

- Sabbatical leave activities shall demonstrate clear promise of producing results beneficial to **one or more of the following**: the University, the faculty member's professional development as a teacher and scholar, the faculty discipline, and students

3. Feasibility

- Clearly define and articulate the project objectives
- Include a well-defined project plan that describes the project activities illustrating, when needed, preliminary arrangements, contacts, prior research, etc.
- Include an appropriate timeline indicating that the proposed project cannot be accomplished in less than the leave time and can be completed in the time requested

Application – Summary of Leave Proposal

Sabbatical and Difference-in-Pay

- 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

Contact Information

www.cpp.edu/~faculty-affairs

Martin F. Sancho-Madriz, PhD

Associate Vice President for Faculty Affairs
X-3197

mfsancho@cpp.edu

Mary Jane Wade

Confidential Assistant to AVP for Faculty Affairs
X-3418

Provides administrative support for Sabbatical
Leaves, Difference in Pay (DIP) leaves, and Leaves
without Pay (LWOP)

mjawade@cpp.edu