SABBATICAL APPLICANT INSTRUCTIONS

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).

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. For tenure line faculty, credit granted toward the completion of the probationary period 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. Sabbatical leave eligibility is calculated starting with the next academic year after a sabbatical is taken.

Initiating Your Case in eFaculty

To initiate your case, you must notify Faculty Services via an email to up-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, Interfolio'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 website and in the What Goes Where? Preparing Materials in eFaculty guide. (Please note that forms completed in RPT—items 1 and 5 above—are not viewable in the reader with the uploaded material—items 2 - 4 below. 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*; input directly into eFaculty's RPT platform.
2. Sabbatical Terms and Conditions Agreement; acknowledgement 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, including works cited, if needed. 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; Attach only documentation that is pertinent to the feasibility of the project (letters of invitation to work in a lab, endorsements indicating critical value of the project to the applicant's file, etc.) General letters of recommendation are not needed.

4. Curriculum Vitae (CV); uploaded to eFaculty.
5. IRB Approval for Animal or Human Subjects required if applicable; upload to eFaculty (if applicable).

Additional or Outside Employment

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

If you know that you will receive money from a grant, another organization, or additional employment pay from SJSU while on sabbatical, you must request approval as per Article 27.18: A faculty unit employee on sabbatical leave shall not be directed to engage in teaching or service to the department, college, or University while on leave. A faculty unit employee on sabbatical leave shall not accept additional and outside employment without prior approval of the President.

Plans for remuneration in addition to your University salary should be submitted with your application. However, other opportunities that arise after your submission may be allowed if they are in furtherance of your project. If awarded a sabbatical, whether other employment was submitted with the application or opportunities arose later, a request for approval of additional or outside employment must be submitted to Faculty Services.

To request approval, please send an email to the AVP, Faculty Services, James Lee (james.lee@sjsu.edu) with details of how the grant or work relates to your sabbatical project. In return a memo will be sent with the decision. The memo will be filed in your Personnel Action File (PAF). You can request approval the sabbatical has been awarded.

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.

For information related to being awarded a sabbatical leave, refer to the Sabbatical Information Sheet document.

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