Sabbatical Leave Evaluation, Criteria, Weighting, and Reporting
(Supercedes PM 98-08)

The article dealing with Sabbatical Leaves of the Agreement between the Board of Trustees of the California State University and the California Faculty Association provides, “A sabbatical leave shall be for the purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining.” Sabbatical leave proposals which fit into one or more of these four categories may clearly identify the pertinent category or categories. Otherwise, they may explain in what way the sabbatical leave would provide benefit to the CSU.

The University Leaves and Honors Committee shall make available to each applicant the numerical rating of the applicant’s proposal, including a statement concerning the reasons why the proposal was recommended for acceptance or non-acceptance, and an indication of how the application ranked in the final recommendation.

Further, each applicant granted a sabbatical leave shall, in the form of a written report, be required by the President to provide verification that the conditions of the leave were met. This written report shall be provided to the President and the University Leaves and Honors Committee.

In the spirit of the Unit 3 Agreement, and in order to establish evaluation parameters for reviewing sabbatical documents (i.e., applications and proposed projects), the guidelines for the examination and assessment of these sabbatical documents, for the purpose of identifying merit and value, are as follows:

Each sabbatical leave proposal shall be awarded points to a total of one hundred (100), based upon the following criteria:

A. What are the benefits of the proposed project(s) to the University?

B. What are the benefits of the proposed project(s) to the sabbatical applicant?

C. Is the requested timeframe for completion of the project appropriate to meet the goals of the proposal?

Approved: Allen A. Mori  Date: 4-29-05
Considerations in reviewing the merit and value of the request: maximum sixty (60) points

- Is the proposal well organized, written concisely and understandable?
- Are the benefits to the University clearly identified and consistent with stated University needs?
- Are the goals and objectives of the proposal well articulated and attainable?
- Is the research methodology (where applicable) clearly identified and consistent with discipline-specific norms?
- Are the benefits to the sabbatical applicant clearly articulated and measurable?
- Will the implied benefits to the sabbatical applicant be commensurate with any stated outcome of the application of knowledge/experience enhancement with his/her return to normal University duties?
- Will the stated benefits to the University be realizable to the primary unit from which he/she is released for sabbatical leave?
- Will the stated goals of the sabbatical undertaking be realizable in the timeframe described in the proposal?

Seniority Points: maximum forty (40) points

Applicants shall be afforded the following numerical consideration, based upon accumulated years of service to the University since the last sabbatical leave, difference-in-pay leave or professional leave of absence without pay, if applicable:

- No applicable leave within the past six to eight years = +20
- No applicable leave within the past nine to eleven years = +30
- No applicable leave within the past twelve or more years = +40