

Sabbatical

A sabbatical leave is for the purpose of enhancing the University educational environment and facilitating the professional development of eligible faculty unit employees by affording opportunities for sustained focus on research, scholarly, and creative activity, instructional improvement or professional currency. 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

Planning for Absence

- **Health & Safety**

If the sabbatical leave would result in your absence from oversight of research spaces (labs or activity spaces) or supervision of others, work with your Dean's office to transfer responsibility to an SJSU faculty or staff member.

- **Grants**

For faculty working on grants from federal funding agencies like NIH or NSF, there are strict requirements to name a replacement and have that replacement approved, if absent from the research for three months or more or if reducing effort on the project by 25% or more. Please contact the [Office of Sponsored Programs at the Research Foundation](#) for more details.

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** of 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. This description may not exceed 4 pages, double-spaced.
 - c. **Statement of the project's benefit to the University** in one or more of the following ways (not listed in rank order): scholarly, creative, and/or professional advances; activities which enhance a faculty member's pedagogical and/or professional competencies; projects which contribute significantly to the development of a discipline or curricular area.
 - d. **Evidence of ability** to complete the project.
 - e. **A timeline** for the completion of the project.
 - f. **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).

Initiating Your Case in eFaculty

To initiate your case, you must notify Faculty Services with your intent to apply by email from your SJSU email address. Please send by the deadline date on the [Sabbatical Review Calendar](#), stating your intent to apply for sabbatical to up-facultyservices@sjsu.edu. After your case is activated, 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](#) webpage 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 above. They can only be reviewed by the applicant in input mode.) Please contact up-facultyservices@sjsu.edu or Remie Bontrager (remie.bontrager@sjsu.edu) if you have any questions.

If Awarded a Sabbatical

Final Approval and Promissory Note

Final approval of a sabbatical leave shall not be granted until the applicant has filed with University Personnel a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.

Additional or Outside Employment

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.

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 Senior Director, Faculty Services, James Lee (james.lee@sjsu.edu) with details of how the grant or work relates to or supports your sabbatical project. In return a memo will be sent with the decision. The memo will be filed in your Personnel Action File (PAF). Requests for approval should only be submitted if a sabbatical has been awarded to you.