

**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](#)).

**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.

**Department Planning**

The following items must be addressed by the faculty member and department the faculty member submits their application materials.

- **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.

**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.

**Changes to Sabbatical**

If circumstances warrant the need to change your approved sabbatical leave for the Semester or Academic Year, or if, for any reason, you decide not to take your sabbatical leave during the awarded Semester or AY, you must request a change using the [Sabbatical Change Request Form](#). Per Article 27.10-d: Faculty unit employee requests for deferral of an approved sabbatical will be considered by the appropriate administrator. You must obtain approval of the change from your Department Chair and College Dean (or equivalent) prior to review by Faculty Services. Sabbatical semester changes may not be implemented by the faculty member or any division without written approval by Faculty Services on this Form.

**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](mailto: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.

**Impact of Sabbatical Leave**

When on Sabbatical, faculty can expect their pay to be generally affected as follows:

- a. One semester sabbatical will pay a full salary
- b. Two semesters on sabbatical will pay one-half of full salary
- c. For faculty members holding Chair positions, department chair stipends will not be paid

Faculty members will continue to receive health, dental and appropriate fringe benefits during sabbatical leave if they were receiving the benefits before the leave. In addition, faculty members will accrue sick leave, vacation, and service credit towards applicable process during the leave.

**Returning from Sabbatical Leave**

Once the sabbatical leave has been completed, the employee must return service to the University at the rate of one term of service for each term of leave taken.

Within six (6) weeks after returning to service at San José State University, the faculty member must submit a written report, via the dean, to the Senior Director, Faculty Services. Faculty members are also encouraged to present the results of the sabbatical leave at departmental, college or university forums.

Please contact [up-facultyservices@sjsu.edu](mailto:up-facultyservices@sjsu.edu) or Eva Momoki ([eva.momoki@sjsu.edu](mailto:eva.momoki@sjsu.edu)) if you have any questions.