

**Sabbatical and Difference in Pay Deadlines 2011-2012
For leaves to be taken during Academic Year 2012-2013**

September 15	The prospective applicant for a Sabbatical/DIP leave must inform the department chair of the intent to apply for a Sabbatical or DIP leave.
Last working day of September	When the department and/or school does not form an RTP Committee, the school and department Sabbatical/DIP Leave Committee(s) shall be formed by the last working day in September.
October 1 Or the next working day thereafter	The department chair shall provide a statement regarding the probable effect on the curriculum and the operation of the department should Sabbatical/DIP leave be granted.
October 15 Or the next working day thereafter	Candidate submits all application materials for a Sabbatical/DIP leave to the department committee(s).
November 1 Or the next working day thereafter	The department RTP or Sabbatical Leave Committee(s) must forward their recommendations and all application materials to the school RTP Committee.
November 15 Or the next working day thereafter	The school RTP or Sabbatical Leave Committee(s) must forward their recommendations and all application materials for a Sabbatical leave to both the University RTP Committee and the School Dean. The department and school committee(s) must forward their DIP recommendations to both the President and Dean.
December 1 Or the next working day thereafter	University RTP Committee recommendation submitted to the President of the University for sabbatical leaves. Dean's recommendation submitted to President of the University for both Sabbatical and DIP leaves.
January 15, 2012	Letters will be sent to the candidates from the President informing them of the status of their request for DIP/Sabbatical leave.
Fifth Instructional Day of Spring Semester	Should an applicant for a Sabbatical/DIP leave wish to appeal [rebut] the recommendation of the department, school, and/or University RTP, or Sabbatical/DIP Leave Committee(s), a written response statement must be submitted no later than the fifth instructional day of spring semester.

The collective bargaining agreement describes the Sabbatical and Difference in Pay leave types in Articles 27 and 28, available online at:

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAtoc.shtml .

In your review please note article 27.10 b. This is a provision that became effective in the 2007-2008 academic year regarding Sabbatical leaves at one-half of full salary.