



(Unit 3)

Name:	Date:
Department:	College:
Present Academic Rank:	AY of Previous Sabbatical: AY of Previous Diff. in Pay:
Have you previously applied for a sabbatical leave and not been granted one? ☐ Yes ☐ No If yes, academic year(s) applied:	Previous sabbatical report(s) attached (if applicable): ☐ Yes ☐ N/A — no previous sabbatical

Period of Leave Requested:

(Inclusive dates)

Please provide a concise description of your project in the space below. Information provided may be included on the Academic Affairs website and sent to Public Affairs for PR purposes upon award of this leave. Must not exceed space provided.

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Note: Section 27.18 provides that a faculty unit employee on leave with pay shall NOT accept outside employment without approval of the President or designee. This application does NOT secure such approval.

Plan should include the following: a) a statement of the purpose of the project; b) a statement describing the methods to be employed (e.g., theoretical models, techniques of analysis, research procedures, etc.); c) a brief timetable of activities to demonstrate the feasibility of the project; d) a statement of the proposed outcomes of the project (e.g., publications, performances, etc.); e) a statement of the contribution of the project to the faculty member's professional development, to the discipline, and/or to the University. You may include the following appendices: a) a list of previous publications or professional activities directly relevant to the project. DO NOT INCLUDE A CURRICULUM VITAE. b) copies of publisher's agreements or letters of interest from publishers; c) letters of invitation to do research, produce exhibitions or performances, or teach as a visiting professor; d) statements from appropriate persons or agencies approving a proposed investigation (e.g., school districts, corporations, etc.); e) an outline of a proposed publication.

If this leave is granted, I agree to return to the service of the California State University and render at least one term of service for each term of leave. Pursuant to the requirements of Article 27.20 of the Faculty Collective Bargaining Agreement, I agree to sign a promissory note (the value of which is at least equal to the amount of salary to be paid during the sabbatical leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure to fulfill this agreement.

Date _____

Date:

(Attach additional pages if more space needed)

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Date _____

(Attach additional pages if more space needed)

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Recommend

Do Not Recommend

Department Chair's Signature (Please forward to College Dean)

Date

College Dean's Comments

(Attach additional pages if more space needed)

Approve

Do Not Approve

College Dean's Signature

Date

(Please forward to Faculty Affairs and Development accompanied by signed letter of acceptance and notarized promissory note.)

Revised 08/2026