


Academic Personnel Services

September 7, 2017

MEMORANDUM

TO: Faculty
FROM: Colleen Mullery, Sr. AVP for Faculty Affairs & Human Resources
RE: **Call for Applications: Sabbatical and Difference-in-Pay Leave – Academic Year 2018/19**

The list of faculty eligible to apply for sabbatical leave to be taken during academic year 2018/19 is posted at: <http://hraps.humboldt.edu/academic-personnel-leaves-absence>. The process of recommending and awarding sabbatical leaves is governed by University policy and by Article 27 of the faculty Collective Bargaining Agreement: <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article27.pdf>.

 Sabbatical applications for the 2018/19 academic year will be submitted electronically through Interfolio (see [sample template](#)). To request a sabbatical leave application template in Interfolio, email a request to Academic Personnel Services (aps@humboldt.edu) or contact your college office.

Applicants new to Interfolio may wish to attend an upcoming training session on using the system. Please see the training calendar for training dates and to sign up for **Interfolio Training for Academic Processes**: <https://training.humboldt.edu/content/interfolio-training-academic-processes>.

The current Form 320: Sabbatical Leave Application form is located at: <https://forms.humboldt.edu/content/form-320-sabbatical-leave-application>. Applicants must submit this form along with all other required materials via Interfolio.


Applications are due by midnight on Monday, October 2, 2017. No late applications will be considered. The full review process and timeline for 2018/19 sabbatical leave applications is available at: http://hraps.humboldt.edu/sites/default/files/docs/sabb_lv_review_process.pdf.

Please direct any questions about the sabbatical leave application to a member of the Professional Leave Committee (PLC):

Joshua R. Smith (Chair)	Chemistry	Ext. 4882	Joshua.Smith@humboldt.edu
Daniela Mineva	Music	Ext. 5443	Daniela.Mineva@humboldt.edu
Laura Hahn	Communication	Ext. 3948	Laura.Hahn@humboldt.edu
John-Pascal Berrill	Forestry & Wildland Resources	Ext. 4220	pberrill@humboldt.edu
Han-Sup Han	Forestry & Wildland Resources	Ext. 3235	Hh30@humboldt.edu

Difference-In-Pay (DIP) Leave

The list of faculty eligible to apply for a Difference-in-Pay leave to be taken during academic year 2018/19 is posted at: <http://www.humboldt.edu/aps/policies/leaves.html>. The process of recommending and awarding Difference-In-Pay Leave is governed by University policy and by Article 28 of the faculty Collective Bargaining Agreement: <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article28.pdf>. Difference-In-Pay Leave applications are reviewed by a Department committee of tenured faculty members, and are approved by the College and University Library Deans.

 DIP Leave applications for the 2018/19 academic year will be submitted electronically through Interfolio (see [sample template](#)). To request a template, email aps@humboldt.edu or contact your college office.