

# HUMBOLDT STATE UNIVERSITY


Human Resources & Academic Personnel Services

June 8, 2018

MEMORANDUM

TO: Faculty  
FROM: Colleen Mullery, Sr. AVP for Faculty Affairs & Human Resources  
RE: **Preliminary Call for Applications: Sabbatical and Difference-in-Pay Leave – Academic Year 2019/20**

The list of faculty eligible to apply for sabbatical leave to be taken during academic year 2019/20 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: <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx>.

 Sabbatical applications for the 2019/20 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](mailto:aps@humboldt.edu)) or contact your college office.

Applicants new to Interfolio may wish to attend a training session on using the system. Please see the training calendar for training dates and to sign up: <https://training.humboldt.edu/>.

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 1, 2018. No late applications will be considered.** The full review process and timeline for 2019/20 sabbatical leave applications is available at: [https://hraps.humboldt.edu/sites/default/files/docs/sabb\\_lv\\_review\\_process\\_1819.pdf](https://hraps.humboldt.edu/sites/default/files/docs/sabb_lv_review_process_1819.pdf).

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

Rae Robison	Theatre, Film & Dance	Ext. 3579	<a href="mailto:rae@humboldt.edu">rae@humboldt.edu</a>
Matthew Derrick	Geography	Ext. 4976	<a href="mailto:mad632@humboldt.edu">mad632@humboldt.edu</a>
Laura Hahn	Communication	Ext. 3948	<a href="mailto:Laura.Hahn@humboldt.edu">Laura.Hahn@humboldt.edu</a>
John-Pascal Berrill	Forestry & Wildland Resources	Ext. 4220	<a href="mailto:pberrill@humboldt.edu">pberrill@humboldt.edu</a>
Fifth member TBD			

## **Difference-In-Pay (DIP) Leave**

The list of faculty eligible to apply for a Difference-in-Pay leave to be taken during academic year 2019/20 is posted at: <http://hraps.humboldt.edu/academic-personnel-leaves-absence>. 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: <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx>. 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 2019/20 academic year will be submitted electronically through Interfolio (see [sample template](#)). To request a template, email [aps@humboldt.edu](mailto:aps@humboldt.edu) or contact your college office.