

HUMBOLDT STATE UNIVERSITY

Academic Personnel Services

September 13, 2018

MEMORANDUM

TO: Faculty
FROM: Laura Hahn, PhD, Interim AVP for Faculty Affairs
RE: **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) 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 for the **Interfolio Training for Academic Processes**: <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.

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	Rae@humboldt.edu
Matthew Derrick	Geography	Ext. 4118	Mad632@humboldt.edu
Suzanne Scott	English	Ext. 5932	Sps15@humboldt.edu
John-Pascal Berrill	Forestry & Wildland Resources	Ext. 4220	pberrill@humboldt.edu
Benjamin Marschke	History	Ext. 3170	Bm57@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 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 or contact your college office.