

August 31, 2023

MEMORANDUM

TO: Faculty

FROM: Kimberly White, AVP for Faculty Affairs

RE: **Call for Applications: Sabbatical and Difference-in-Pay Leave – Academic Year 2024/25**

The list of faculty eligible to apply for sabbatical leave to be taken during academic year 2024/25 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 (Unit 3): <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx>.

Sabbatical applications for the 2024/25 academic year will be submitted electronically through Interfolio. To request a sabbatical leave application template in Interfolio, email a request to Academic Personnel Services (aps@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.

Questions about the sabbatical leave application can be directed to a member of the Professional Leave Committee, membership listed here: <https://senate.humboldt.edu/professional-leave>

Applications are due by midnight on Monday, October 2, 2023. No late applications will be considered. The full review process and timeline for 2023/24 sabbatical leave applications is available at: https://hraps.humboldt.edu/sites/default/files/docs/sabb_lv_review_process_2324.pdf

Difference-In-Pay (DIP) Leave

The list of faculty eligible to apply for a Difference-in-Pay leave to be taken during academic year 2024/25 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 (Unit 3): <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 2024/25 academic year will be submitted electronically through Interfolio. To request a template, email aps@humboldt.edu.