

San José State University
APPLICATION FOR DIFFERENCE-IN-PAY LEAVE
Date of Application _____

INSTRUCTIONS:

1. Submit original application and contact Dean's office for number of copies needed.
2. If animal or human subjects are involved in the project:
 ___ Is appropriate committee clearance attached?
 ___ If not attached, indicate date application was made.
 ___ Documentation that such clearance not necessary.
3. The Terms and Conditions Agreement must be signed and attached to each application.

NOTE:

Upon notice from the President that a DIP leave has been awarded, the applicant must file a bond or promissory note. (See Section 6 of INFORMATION AND REGULATIONS)

[1] APPLICANT

Last Name

First

Middle

College

Department

Academic Rank

[2] DATE OF LAST LEAVE WITH PAY

From

Through

Type of Leave

[3] REMUNERATION

Will you receive remuneration for your project other than your University salary?

___ Yes

If yes, explain: _____

___ No

[4] TYPE OF LEAVE REQUESTED (*Leaves are for academic year; faculty with 12 month assignments return to an AY appointment for the duration of the DIP award.)

_____ Two consecutive semesters, Fall _____(year) and Spring _____(year)

_____ One semester, Fall _____ or Spring _____

Destination: _____

[5] PROPOSAL SUMMARY (100 WORDS OR LESS)

Last Name

First

Middle

[6] DIFFERENCE-IN-PAY LEAVE PROJECT AND EVALUATION CRITERIA

Please attach a concise description of the project. The description may not exceed 4 pages, double-spaced.

- A. The applicant shall provide
- a detailed description of the plan to carry out the project, including, if appropriate, a description of any preparatory work scheduled before the start of the leave, or of pertinent completed work;
 - a statement of the project's benefit to the University in one or more of the following ways (not listed in rank order): scholarly, creative, and/or professional advances; activities which enhance a faculty member's pedagogical and/or professional competencies; projects which contribute significantly to the development of a discipline or curricular area;
 - evidence of the applicant's ability to complete the project;
 - time-lines for the completion of the project.

NOTE: As addenda to the four-page project description, you should attach only documentation that is pertinent to the feasibility of the project (letters of invitation to work in a lab, endorsements indicating critical value of the project to the applicant's file, etc.). General letters of recommendation are not needed.

B. Please submit a current vitae.

C. Please attach the Terms & Conditions Agreement.

Last Name

First

Middle

DEPARTMENT PROFESSIONAL LEAVES COMMITTEE

Due to Faculty Member three weeks after receipt.

Forwarded to Department Chair on _____

Recommendation: Approve _____ **Disapprove** _____

Evaluations of strengths and weaknesses of proposal in terms of the criteria listed in Section IV of UP S96-8, Difference-in-Pay Policy: "The major criterion of evaluating applications for difference in pay leaves is the benefit to the University in one or more of the following ways, not listed in rank order: through the project's contributions to scholarship, to creative activities and/or professional advances; through the project's contribution to curricular development; through the project's contribution to the improvement of instruction or academically-related areas and/or the instructional or professional skills of the applicant. Additional criteria are the applicant's ability to carry out the proposal, the planning evidenced in the detailed description of the proposal, and the time-lines for the completion of the project."

Department Professional Leaves Committee Chair's Signature

Date

After signing, the Committee Chair shall forward the Committee's recommendation to the Department Chair.

Last Name

First

Middle

ENDORSEMENT OF DEPARTMENT CHAIR

Due to Faculty Member three weeks after receipt

Forwarded to Dean's Office on _____

_____ Suitable arrangement can be made so as not to disrupt seriously the continuing course offerings of the department (or the functioning of the library or counseling services).

_____ The continuing course offerings of this department (or the functioning of the library or counseling services) will be seriously disrupted if the applicant is granted a DIP leave.

Statement of benefits, if any, to the department if the leave were approved:

Department Chair's Signature

Date

After signing, the Department Chair shall provide a copy of this page to the applicant along with a copy of the Department Professional Leaves Committee's recommendation. The applicant has seven days to respond to both documents before the application is forwarded to the College Dean.

Last Name

First

Middle

RECOMMENDATION OF COLLEGE DEAN

Due to Faculty Member two weeks after receipt.

Forwarded to Faculty Affairs Office on _____

Recommendation: _____ Approve

 _____ Disapprove

Reasons for Recommendation:

College Dean's Signature

Date

After signing, the Dean shall provide a copy of this page to the applicant. The applicant has seven days to respond to the recommendation before the application is forwarded to the Faculty Affairs Office. Applicants should direct their responses to the Faculty Affairs Office.

Please ensure that all documents are forwarded together to the Faculty Affairs Office:

Proposal

Department Professional Leaves Committee Recommendation

Chair's Endorsement

Applicant's response to departmental actions, if any

Dean's Recommendation

Terms and Conditions

Faculty Affairs will add any response, if any, from applicant to Dean's recommendation.