



Office of Faculty Affairs  
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Associate Vice President  
*Joan M. Merdinger*

The California State  
University:  
Chancellor's Office  
Bakersfield, Chico, Dominguez  
Hills, Fresno, Fullerton, East  
Bay, Humboldt, Long Beach,  
Los Angeles, Maritime  
Academy, Monterey Bay,  
Northridge, Pomona,  
Sacramento, San Bernardino  
San Diego, San Francisco, San  
José, San Luis Obispo, San  
Marcos, Sonoma, Stanislaus

May 4, 2012

TO: VP/SA Nance, Deans, Department Chairs/School Directors,  
and Counseling Services Director Lin

FR: Joan M. Merdinger  
AVP/FA

A handwritten signature in black ink, appearing to read "Joan M. Merdinger".

RE: Sabbatical Leave Opportunities for AY 2013-2014

The Office of Faculty Affairs is initiating the Sabbatical Leave application process intended for AY 2013-2014 consistent with University Policy F08-4. Applications are accepted from Unit 3 faculty during the Fall semester of 2012, and sabbatical leave awards are announced in February 2013 for the following academic year. You are encouraged to submit high quality and high impact proposals for consideration.

We have enclosed a complete application packet for your information. If you need additional packets, they are available in our Office, ADM 146 and online at <http://www.sjsu.edu/facultyaffairs/>. The deadline for applications is **September 4, 2012**, therefore, those intending to apply might plan to work on proposals during the summer break.

The current CSU-CFA Agreement states that all applications for sabbatical leave at one-half (1/2) of full salary shall be approved provided they meet established criteria regarding: quality of the proposed project; effect on curriculum and operation of the department; and other program needs and campus budget. In addition to those faculty approved for a sabbatical at one-half of full salary, the campus must also grant no fewer sabbatical leaves than twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such leaves.

When the approved sabbatical leave is concluded, faculty members must submit a final report within six (6) weeks of their return to campus. Colleges will plan colloquia for faculty to present the work completed during the sabbatical leave.

Difference-in-Pay Leaves are handled separately and on a more flexible calendar. Application packets for DIP leaves are being sent to you under a separate cover.

I appreciate your help in making this information available to faculty members. If you or your faculty members have any questions about the Sabbatical Leave process, please call our office at 924-2450.

Enclosures

c: President Mohammad Qayoumi  
Provost and Vice President for Academic Affairs Junn  
Academic Senate Chair Von Till  
Professional Standards Committee Chair Ng  
CFA President Cara

# Sabbatical Calendar

Please keep this calendar handy so that you are aware when your application and responses are due and when you will hear from each level.

- |                           |  |
|---------------------------|--|
| <b>September 4, 2012</b>  | Completed applications due to Department Chair. It is the responsibility of the applicant to obtain the requisite human subjects or animal care clearance. |
| <b>September 10, 2012</b> | Chair's Statement due to applicant.  |
| <b>September 17, 2012</b> | Applicant response to Chair's statement due in Dean's Office with copy to Chair. All applications due in Dean's Office.                                    |
| <b>October 8, 2012</b>    | College Professional Leaves Committee ranking and statement of reasons for the ranking due to the applicant.   |
| <b>October 15, 2012</b>   | Applicant response to College Professional Leaves Committee due to Dean with a copy to the Chair. All applications forwarded to Dean for recommendation.   |
| <b>October 29, 2012</b>   | Dean's recommendation to applicant with a copy to the Chair.   |
| <b>November 5, 2012</b>   | Applicant response to Dean's recommendations are due to the Dean with a copy to the Chair.   |
| <b>November 13, 2012</b>  | All applications due in the Office of Faculty Affairs.   |
| <b>December 20, 2012</b>  | University Sabbatical Leaves Committee ranking & statement of reasons for the ranking due to the applicant with a copy to the Dean and the Chair.          |
| <b>January 8, 2013</b>    | Applicant response to Office of Faculty Affairs with a copy to the Dean and the Chair.   |
| <b>February 8, 2013</b>   | Planned announcement of sabbatical leaves.   |

**San José State University**  
**APPLICATION FOR SABBATICAL LEAVE**  
**For Academic Year 2013-2014**  
**Due to Department Chair: 9/4/12**

**INSTRUCTIONS:**

1. Submit one (1) original hard copy application with applicant's original wet signature.
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 is not necessary.
3. The Terms and Conditions Agreement must be signed and attached to each application.

**NOTE:**

*Upon notice from the President that a sabbatical leave has been awarded, the applicant must file a bond or promissory note. (See Indemnification section of Terms and Conditions.)*

**[1] APPLICANT**

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<i>College</i>	<i>Department</i>	<i>Academic Rank</i>

**[2] APPOINTMENT HISTORY FOR LAST SEVEN YEARS**

**NOTE:**

*The CFA-CSU Agreement, Article 27, Section 2 states that: "A full-time faculty unit employee shall be eligible for a sabbatical leave if he/she has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical or difference in pay leave."*

<i>Academic Year</i>	<i>Fall/Fraction of Time</i>	<i>Spring/Fraction of Time</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Did you submit a report of your previous sabbatical leave? Yes \_\_\_\_\_ No \_\_\_\_\_  
 This is my first sabbatical leave? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_ Two semesters, half pay (AY 2013-2014)  
 \_\_\_\_\_ One semester, full pay Fall 2013 \_\_\_\_\_ or Spring 2014 \_\_\_\_\_

Destination:  
 \_\_\_\_\_

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**Last Name**

**First Name**

**Middle Name**

**[4] REMUNERATION**

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

\_\_\_\_\_ Yes

If yes, explain: \_\_\_\_\_

\_\_\_\_\_ No

**[5] PROPOSAL SUMMARY (100 WORDS OR LESS)**

**[6] SABBATICAL LEAVE PROJECT PROPOSAL**

Please attach a concise description of the project. This 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 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;
- the 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 attach a completed copy of the Terms and Conditions Agreement (attached).

C. Please attach current curriculum vitae.

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**Last Name**

**First Name**

**Middle Name**

**ENDORSEMENT BY DEPARTMENT CHAIR**

**Due to faculty member on 9/10/12  
Forward to Dean's Office on 9/17/12**

\_\_\_\_\_ Suitable arrangements can be made so as not to disrupt seriously the continuing course offerings of the department or the functioning of the unit.

\_\_\_\_\_ The continuing course offerings of this department or the functioning of the unit will be seriously disrupted if the applicant is granted a sabbatical leave.

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

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**Department Chair's Signature**

**Date**

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**Last Name**

**First Name**

**Middle Name**

**RANKING OF COLLEGE PROFESSIONAL LEAVES COMMITTEE**

**Due to Applicant on 10/8/12**

**Due to College Dean on 10/15/12**

Evaluation of strengths and weaknesses of proposal in terms of the criteria listed in Section III of UP F08-4, Sabbatical Policy:

The major criterion for evaluating applications for sabbaticals 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 contributions 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. Evaluators shall consider the quality of the proposed sabbatical project.

Please rank each application in only one of the below categories. All applications for 1 year at 1/2 salary must be rank ordered in the first column. All applications for 1 semester at full salary must be rank ordered in the second column. For applications that do not meet criteria, please indicate below.

**Sabbatical Type**

**1 Year at 1/2 Salary**

Ranking: \_\_\_\_ of \_\_\_\_ 1/2 Salary Sabbaticals

**1 Semester at Full Pay**

Ranking: \_\_\_\_ of \_\_\_\_ Full Salary Sabbaticals

**Evaluation & Recommendation:**

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Signature of Chair of College Professional Leaves Committee

Date

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**Last Name**

**First Name**

**Middle Name**

**RECOMMENDATION OF COLLEGE DEAN  
Due to Faculty Member on 10/29/12  
Due to Faculty Affairs Office on 11/13/12**

Please rank each application in only one of the below categories. All applications for 1 year at 1/2 salary must be rank ordered in the first column. All applications for 1 semester at full salary must be rank ordered in the second column. For applications that do not meet criteria, please indicate below.

**Sabbatical Type**

**1 Year at 1/2 Salary**

**1 Semester at Full Pay**

Ranking: \_\_\_\_ of \_\_\_\_ 1/2 Salary Sabbaticals

Ranking: \_\_\_\_ of \_\_\_\_ Full Salary Sabbaticals

**Does Not Meet Criteria \_\_\_\_\_**  
(Please check those that apply)

- Budget
- Quality of Proposal
- Effect on Curriculum
- Operation of Department

**Recommendation:**      \_\_\_\_\_ Approve

   \_\_\_\_\_ Disapprove

**Reason(s) for Recommendation:**

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**College Dean's Signature**

**Date**

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

*Proposal*

*Chair's Statement and Response, if any from Applicant*

*College Committee's Ranking and Response, if any, from Applicant*

*Dean's Recommendation and Response, if any, from Applicant*

*Terms and Conditions*

*Curriculum Vitae*

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**Last Name**

**First Name**

**Middle Name**

**RANKING OF UNIVERSITY SABBATICAL LEAVES COMMITTEE**  
**Due to Applicant on 12/20/12**  
**Applicant response Due to Office of Faculty Affairs on 1/8/13**

Evaluation of strengths and weaknesses of proposal in terms of the criteria listed in Section III of UP F08-4, Sabbatical Policy:

The major criterion for evaluating applications for sabbaticals 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 contributions 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. Evaluators shall consider the quality of the proposed sabbatical project.

Please rank each application in only one of the below categories. All applications for 1 year at 1/2 salary must be rank ordered in the first column. All applications for 1 semester at full salary must be rank ordered in the second column. For applications that do not meet criteria, please indicate below.

**Sabbatical Type**

**1 Year at 1/2 Salary**

**1 Semester at Full Pay**

Ranking: \_\_\_\_ of \_\_\_\_ 1/2 Salary Sabbaticals

Ranking: \_\_\_\_ of \_\_\_\_ Full Salary Sabbaticals

**Evaluation & Recommendation:**

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**Signature of Chair of College Professional Leaves Committee**

**Date**

## TERMS AND CONDITIONS – Sabbatical and DIP Leaves

**This digest is based on information contained in Title 5, California Administrative Code, Sections 43000-43008; CSU policy as stated in FSA 67-19; and the agreement between The Board of Trustees of The California State University and The California Faculty Association, Articles 27 & 28.**

	<b>DIFFERENCE IN PAY LEAVES</b>	<b>SABBATICAL LEAVES</b>
<b>TYPES OF LEAVES AVAILABLE</b>	The difference in pay leaves may be approved for one or two semesters. The salary for a difference in pay leave is calculated as the difference between the faculty employee’s salary and the minimum salary of the instructor rank [Lecturer A, Step 1]. The salary for a difference in pay leave for a Librarian employee is calculated by subtracting the current annual salary of an Assistant Librarian, Step 1 from the current annual salary. Please note that faculty members awarded difference in pay leaves will lose partial retirement credit unless they choose to reimburse the State to the level of a normal retirement contribution. A faculty member’s contribution to and credit in the retirement fund is in proportion to reduced compensation while on leave. The Human Resources Office can provide information regarding ways by which full retirement credit may be purchased.	The types of sabbatical leave pay are one semester full-pay and two semesters half-pay. If you wish a year leave, depending upon your current salary, it could be advantageous to request a difference in pay rather than a half-pay leave. Please note that faculty members awarded half-pay sabbatical leaves will lose partial retirement credit unless they choose to reimburse the State to the level of a normal retirement contribution. A faculty member’s contribution to and credit in the retirement fund is in proportion to reduced compensation while on leave. The Human Resources Office can provide information regarding ways by which full retirement credit may be purchased.
<b>ELIGIBILITY</b>	The Agreement (Section 28.4) provides that “A full-time faculty unit employee shall be eligible for a difference in pay leave if he/she has served full time for six (6) years at that campus in the preceding (7) year period prior to leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements, nor shall it fulfill the obligation in 28.16. A faculty unit employee will be eligible for a subsequent difference in pay leave after he/she has served full time for three years after the last sabbatical leave or difference in pay leave and has satisfied the obligation in 28.16.” The Agreement (Article 28.16) stipulates “A faculty unit employee shall render service to the CSU upon return from a difference in pay leave at the rate of (1) term of service for each term of leave.”	The Agreement (Section 27.2) provides that “a full-time faculty unit employee shall be eligible for a sabbatical leave if he/she has served full-time for six (6) years at the campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave.” The Agreement (Section 22.24) provides that a faculty member taking a professional leave of absence without pay shall accrue service credit toward sabbatical eligibility; such credit “shall be for a maximum of one (1) year per sabbatical eligibility period.” A leave of absence without pay or service in an academic appointment excluded from the faculty bargaining unit shall not constitute a break in service when calculating sabbatical leave eligibility. Credit granted toward the completion of the probationary period for service elsewhere shall also apply toward fulfilling the eligibility requirements for a sabbatical. The agreement (Section 27.17) states, “ A faculty unit employee shall render service to the CSU upon return from a sabbatical leave at the rate of one (1) term of service for each term of leave.”
<b>APPLICATION</b>	Faculty unit employees shall submit requests for difference in pay leaves to department offices. Each application shall include a statement of the purpose of the leave, a description of the proposed project, the CSU resources, if any, necessary to carry it out and a statement of the time requested. Difference in pay leaves are funded from the departmental salary allocation, so there is no set quota that may be granted. Difference in pay leaves are reviewed on a flexible calendar, though sufficient lead-time for planning is essential. An application may be submitted at any time during the academic year. It will be reviewed by the department chair in terms of the impact of the faculty member’s absence on departmental programs and department committee for proposal content. Within three weeks the application is forwarded to the College Dean. The application is forwarded to the President via the Office of Faculty Affairs. Refer to S96-8 for more details on campus procedures.	Faculty unit employees shall submit an application for a sabbatical leave to the department chair. Each application shall include a statement of the purpose of the sabbatical, a description of the proposed project and the CSU resources, if any, necessary to carry it out, and a statement of the time requested, which shall not exceed one (1) year. A limited number of sabbatical leaves are awarded from each college, so they are competitively reviewed. Sabbatical leaves are reviewed according to a schedule of deadlines set each year by the Office of Faculty Affairs. Typically, the applications are due in early September and proceed through a series of reviews by departmental committee, department chair, college committee, and dean, with opportunities for response by the applicant between each level of recommendation. The President’s decisions are announced by the beginning of the spring semester. Refer to F08-4 for more details on campus procedures.

<b>ADDITIONAL OR OUTSIDE EMPLOYMENT</b>	As per the Agreement (Section 28.14) “[a] faculty unit employee granted a difference in pay leave shall not accept additional and/or outside employment without prior approval of the President. If any remuneration other than University salary is anticipated, full details must be included in the application. Faculty members who wish to work rather than carry out provisions of the difference in pay leave requirements must request permission to go on leave without pay. A faculty unit employee granted a difference in pay leave might be required by the President to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President and Department Leave Committee.	The Agreement (Section 27.15) states that faculty unit employees on sabbatical leave “shall not accept additional and/or outside employment without prior approval of the President. If any remuneration other than University salary is anticipated, full details must be included in the application. Faculty members who wish to work rather than carry out provisions of the sabbatical leave requirements must request permission to go on leave without pay. A faculty unit employee granted a sabbatical leave might be required by the President to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President and College Leave Committee.
<b>BENEFITS</b>	The Agreement (Article 28.12 and 28.13) states that “[a] faculty unit employee on a difference in pay leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if he/she were not on a difference in pay leave. A faculty unit employee on a difference in pay leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.”	The Agreement (Article 27.13 and 27.14) state that “[a] faculty unit employee on sabbatical leave shall be considered in work status and shall receive health, dental and appropriate fringe benefits provided by the CSU in the same manner as if he/she were not on sabbatical leave.” and “[a] faculty unit employee on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.”
<b>CONDITIONS</b>	The estimate of any additional remuneration for the project that is required as part of the application does not constitute a formal request to the President, via the AVP/FA for any additional and/or outside employment planned during the period of the leave. Approval is not automatic.	The estimate of any additional remuneration for the project that is required as part of the application does not constitute a formal request to the President, via the AVP/FA for any additional and/or outside employment planned during the period of the leave. Approval is not automatic.
<b>INDEMNIFICATION</b>	Per Section 28.11 final approval of a difference in pay leave shall not be granted until the applicant has filed with the Faculty Affairs Office a suitable bond or an accepted statement of assets that are at least equal to the amount of salary paid during the period of leave. The guarantee shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the difference in pay leave.	Per Section 27.9, an applicant must file “a suitable bond or an accepted statement of assets (not including PERS holdings) and/or promissory note that is individually or collectively at least equal to the amount of salary paid during leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical.” The bond or promissory note shall be filed with the AVP/FA Office upon notification that the sabbatical leave has been approved by the President.
<b>ANIMAL CARE AND HUMAN SUBJECTS CLEARANCE</b>	Applicants whose difference in pay projects include research on animal or human subjects must include the approval of the Institutional Animal Care and Use Committee (IACUC) or the Institutional Review Board-Human Subjects (IRB-HS) with their applications, because campus policies (F06-4, S08-7) mandate clearance for all such research sponsored or funded by the University. The applicant must initiate the process for seeking approval from IACUC or IRB-HS and must forward the clearance to the Dean’s Office. Protocol forms for human subjects clearance may be obtained from the Graduate Studies Office (2 <sup>nd</sup> floor ADM building, 924-2480). Protocol forms for approval of the animals research are available at the University Animal Facility Office (DH 244, 924-4923). Applicants are advised to check with these offices if they have questions about whether clearance is necessary.	Applicants whose sabbatical projects include research on animal or human subjects must include the approval of the Institutional Animal Care and Use Committee (IACUC) or the Institutional Review Board-Human Subjects (IRB-HS) with their applications, because campus policies (F06-4, S08-7) mandate clearance for all such research sponsored or funded by the University. The applicant must initiate the process for seeking approval from IACUC or IRB-HS and must forward the clearance to the Dean’s Office. Protocol forms for human subjects clearance may be obtained from the Graduate Studies Office ((2 <sup>nd</sup> floor ADM building, 924-2480). Protocol forms for approval of the animals research are available at the University Animal Facility Office (DH 244, 924-4923). Applicants are advised to check with these offices if they have questions about whether clearance is necessary.
<b>FINAL REPORT</b>	Within six weeks after returning to service at San José State University, the faculty member shall submit a written report to the department professional leaves committee, and to the President via the Office of Faculty Affairs. In addition, faculty members returning from leave are encouraged to present the results of the difference in pay leave at departmental, college or university forums.	Within six weeks after returning to service at San José State University, the faculty member shall submit a written report to the department professional leaves committee, and to the President via the Office of Faculty Affairs. In addition, faculty members returning from leave are encouraged to present the results of the sabbatical leave at departmental, college or university forums.

**I have reviewed the paragraphs above. I understand the regulations and agree to the conditions if my leave request is granted. I am an applicant for:**

\_\_\_\_\_ **Sabbatical**                      \_\_\_\_\_ **Difference in Pay**  
 Print Name \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Please check one: \_\_\_\_\_Sabbatical Leave \_\_\_\_\_Difference-In-Pay Leave

**PROMISSORY NOTE**

I, \_\_\_\_\_, promise to repay to San Jose State University (Employer) the total amount of the monies which are paid by Employer to me during the period of my sabbatical leave or difference-in-pay leave. This promise to repay is given in consideration of Employer’s granting to me a sabbatical leave or difference-in-pay leave pursuant to the provisions (Articles 27 and 28) of the Agreement between the California Faculty Association and the Trustees of the California State University under the authority of the Higher Education Employer-Employee Relations Act.

**I further understand and agree that:**

**I. REPAYMENT/INTEREST**

Repayment of the monies paid to me during my sabbatical leave shall be made in equal installments over a period of not more than three years at an interest rate of **10%** which shall commence to run on the unpaid balance on the first day of the academic term in which I am scheduled by Employer to return to my duties with Employer. Payments shall be made monthly and shall first be applied against payment of interest and any excess applied against payment of principal.

**II. CANCELLATION**

My obligation to repay both principal and interest under this promissory note shall be extinguished if I return from my sabbatical leave or difference-in-pay leave and resume my duties with Employer in the academic term scheduled by my Employer and serve at least one academic term for each academic term of leave.

**III. COLLECTION COSTS**

I further agree to pay all collection costs including court costs and attorney fees which are incurred for the collection of any amount not paid when due.

**IV. DEFAULT AND ACCELERATION**

- (1) If I fail to pay any installment when due the entire unpaid indebtedness, including interest, shall, at the option of the Employer, become immediately due and payable. Therefore, interest shall continue to accrue on the entire unpaid balance.
- (2) I understand that if I am delinquent in my repayments, the Employer will disclose that I have defaulted, along with other relevant information, to credit bureau organizations.
- (3) I understand that if I am delinquent on any repayment, pursuant to California law the Employer will have the right to obtain all or any portion of any monies due me from the State of California as payment towards the amount that is delinquent.

**V. LAW OF CALIFORNIA**

The law of California shall govern the interpretation of this promissory note.

By signing below I manifest my acceptance and agreement to all of the foregoing terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name (please print) \_\_\_\_\_

Permanent Address \_\_\_\_\_  
City Zip

University Address (Department) \_\_\_\_\_ Extended Zip \_\_\_\_\_

**Please return to: Faculty Affairs Office – ADM 150 (0021)**