

Instructions for Submitting Applications for Sabbatical Leaves, Fall 2016

Applying for sabbaticals in eFaculty is a 2-step process. In the first step, you provide a notification that you wish to apply, which will then generate a link for you to submit an application. The second step is submitting the actual application. Note that you must respond to the query “Do you plan to apply for Sabbatical Leave?” by August 26, 2016. The deadline to submit your actual application is September 6, 2016.

Step 1: Notification that you wish to apply.

- Access eFaculty from the My.SJSU portal and log in by using your campus credentials.
- Indicate that you will apply in Fall 2016 for sabbatical to be taken during the 2017-2018 academic year by clicking on the link on the Dashboard that asks “Do you plan to apply for Sabbatical Leave?”

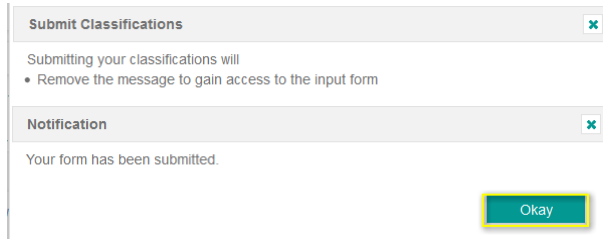
To Do					
Action Item	Type	Posted Date	Due Date	Actions	
Do you plan to apply for Sabbatical Leave?	Input Forms	August 10, 2016	None		

- A second screen appears, asking “Planning to apply for Sabbatical?” Select ‘Yes’ from the pull-down bar.
- Then click the ‘Submit Classifications’ button.

Set Faculty Classifications		Add a Quicklink
Spartan, Sammy		
Do you plan to apply for Sabbatical Leave?		
Classification	Value	
Planning to apply for Sabbatical?	Yes	
Submit Classifications	Save	Cancel

- You will be asked to confirm by clicking on another “Submit” button.

- You will receive a notification that your form has been submitted. Click the “Okay” button.



You have now completed **Step 1**. You will see the Application form appear in your “To Do” list on your Dashboard.

Step 2: Submitting an Application for Sabbatical Leave

- Access the Application form by clicking on the link “Complete Evaluation: Application.”

To Do

Search:

Action Item	Type	Posted Date	Due Date	Actions
Complete Evaluation: Application	Evaluation	August 10, 2016	August 31, 2016	

Click the  button to access the Sabbatical application.

- The application screen will open in a separate window. We recommend expanding this window to full screen while you work on the application itself.

EVALUATIONS

Evaluate Not a complete version of the full application

Evaluation Details

Evaluation Of	Sammy Spartan
Title	Application
Type	Sabbatical
Description	-
Evaluation Author	Sammy Spartan

SABBATICAL APPLICATION

Note: Required attachments may be uploaded in Section G below.

Human or Animal Subjects Documentation

If animal or human subjects are involved in the project: Is appropriate committee clearance attached? If not attached, indicate date application was made. Or provide documentation that such clearance is not necessary.

Regarding Animal or Human Subjects* Appropriate clearance is attached
 Appropriate clearance is not attached, date of application is noted below
 Such clearance is not necessary

Date of Application: _____

Appointment History For Last Seven Years

For "fraction of time," you may enter numbers or words. (That is, you could write "full time" or "1.0")

Academic Year 1*

Fall Fraction of Time*

- Complete the application as indicated. Fill in information on IRB, appointment history in the past 7 years, and other questions asked here.

- This is also where you declare whether you are applying for 1 semester at full pay or 2 semesters at half pay.

- Upload attachments as needed, in section H. This feature is available at the bottom of the screen.

H Attachments

Attached Files			
Title	Uploaded	View	Delete
Document Left Blank Intentionally.pdf	2016-08-10 08:53am		
Document Left Blank Intentionally.pdf	2016-08-10 08:53am		
Document Left Blank Intentionally.pdf	2016-08-10 08:53am		

You are **required** to submit your sabbatical proposal here.

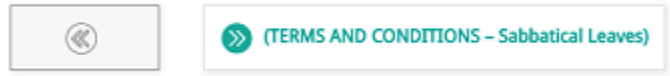
You are also **required** to submit a current vita.

You **may be required** to submit IRB documentation.

You may wish to submit other supporting documents.

Attachment	Type	Lock <small>(faculty cannot delete)</small>
<input type="button" value="Choose File"/> No file chosen	Select ▾	<input checked="" type="checkbox"/>
<input type="button" value="Add Another"/>		

- Next, review the Terms and Conditions Form by clicking on the link labelled “Terms and Conditions—Sabbatical Leaves.”



The Terms and Conditions form will appear.

TERMS AND CONDITIONS - SABBATICAL LEAVES	
1	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, Article 27.
2	TYPES OF LEAVES AVAILABLE The types of sabbatical leave pay are one semester full-pay and two semesters half-pay. If you wish a full-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.
3	ELIGIBILITY The Agreement (Section 27.2) provides that "a full-time faculty unit employee shall be eligible for a sabbatical leave if he/she has earned full time for six (6) years at the campus in the preceding seven (7) year period prior to the leave and

- Sign the Terms and Conditions Form using the Electronic Signature at the bottom of the screen by typing your name in the box labelled “Full Name.” *Note: no additional attachments are needed here. You may ignore this part of the instruction.*

B Electronic Signature

*** I have read and agree to follow the Terms and Conditions if my leave request is granted. *** Type in your name below.

Full Name*

- Click “Save.” You will then be returned to the evaluation screen.

(Sabbatical Application)

- Your application is completed and saved. Now it needs to be submitted. (Note: If you aren’t ready to submit yet, you can return to edit the application by clicking on the Evaluate button instead of the submit button.)

To submit:

- Check the box in the first column
- Then click the “Submit Selected Evaluations”

Process	2016 Training Sabbatical Leave Review
Type	Sabbatical
Evaluation	Application
Unit	Mathematics
Creator	Data180 Administrator
Start	August 1, 2016 12:00AM
End	August 31, 2016 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Evaluate
<input checked="" type="checkbox"/>	1	Spartan, Sammy	<input checked="" type="checkbox"/> Not Submitted	<input type="button" value="Evaluate"/>

* Note: Saved Evaluations must be Submitted before the deadline shown.

You will see the following screen. Click Submit.

Submit Selected Evaluations ✕

Submitting the selected evaluations has the following implications:

1. Faculty being evaluated can respond to the evaluation, if applicable.
2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated.
3. Your responsibility for this evaluation will be completed.

- Your application has been submitted to be reviewed by the Chair. You will see the confirmation message below. Click the Okay button.

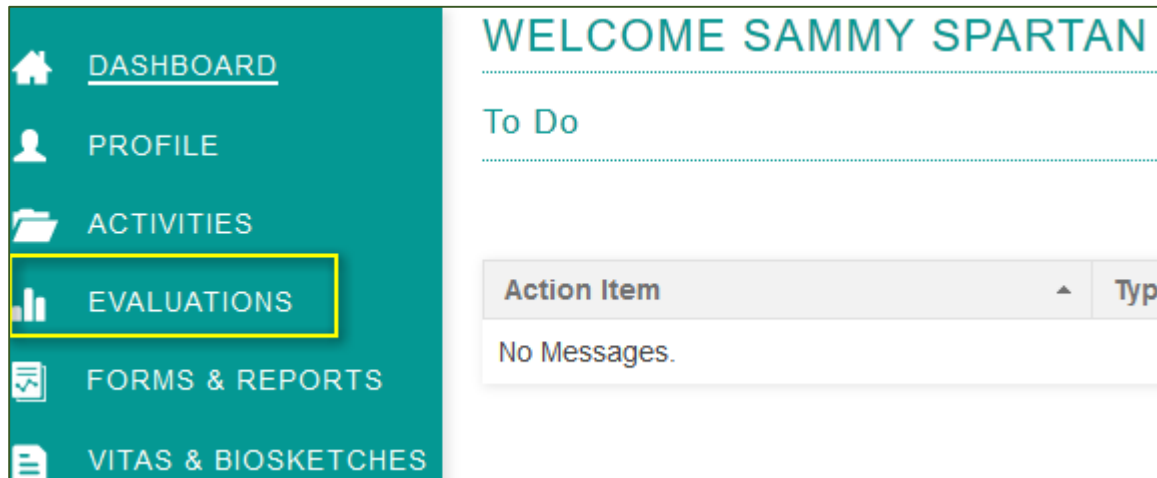
Notification ✕

The evaluation has been submitted

You will also receive an email from the Faculty 180 system confirming that your application is complete and submitted. Congratulations! You have successfully submitted your sabbatical application.

Need Help? Contact Elizabeth Tu or Jean Shiota in the Center for Faculty Development, or Rosa Savercool or Elna Green in the Office of Faculty Affairs.


To follow the progress of the evaluation reviews, from the green menu column, click on “Evaluations”



- Click on the “View” icon under the Evaluations column

EVALUATIONS | TRAINING


▼ View / Respond

Process	# Evaluations	# Completed	# Responses	Last Completion	Evaluations
2016 Training Sabbatical Leave Review	5	1	0	2016-08-10 09:23	

- As each level of evaluation is completed, the “View” icon will appear

EVALUATIONS | TRAINING

Evaluations of Me | 2016 Training Sabbatical Leave Review

Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond
2016 Training Sabbatical Leave Review	Application	Sabbatical	Spartan, Sammy	2016-08-10 09:23	
2016 Training Sabbatical Leave Review	Chair's Endorsement	Sabbatical	Chair, Training	In Progress	-
2016 Training Sabbatical Leave Review	College Committee	Sabbatical	College Committee Member, Training	In Progress	-
2016 Training Sabbatical Leave Review	Dean's Recommendation	Sabbatical	Dean, Training	In Progress	-
2016 Training Sabbatical Leave Review	University Committee	Sabbatical	University Committee Member, Training	In Progress	-

If you wish to respond to one of the reviews,