

APPLICANT

Last Name	First Name	Employee ID

College	Department	Academic Rank

DATE OF LAST LEAVE WITH PAY

Semester		Academic Year	
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REMUNERATION

Will you receive remuneration for your project other than your University salary? Yes No
If yes, please explain:

NUMBER OF SEMESTERS REQUESTED

Academic Year – AY _____	One semester, Fall 20 _____	One semester, Spring 20 _____
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Destination (if applicable):

PROPOSAL SUMMARY (100 words or less)

DIP Leave Project Proposal

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

The applicant shall provide a statement of:

- The purpose of the leave
- A detailed description of the project, including, if appropriate, a description of preparatory work recurred, or of pertinent completed work
- CSU resources, if any, necessary to carry out the project
- The project's benefit to the University in one or more of the following ways (not listed in rank order): RSCA, instructional, improvement, retraining, professional development and so forth
- Time requested and timelines for project completion

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 current vitae.

- C.** Terms & Conditions Agreement (see last two pages of this form)

Will animal or human subjects be involved in the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is appropriate committee clearance attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If appropriate committee clearance is not attached, indicate date application was made.	Date:	

CSU-CFA Agreement - Article 28.6

When a faculty unit employee is afforded an unexpected opportunity, such as external funding, a scholarship or fellowship, a rapid and expedited review for a difference in pay leave will be provided.

Department Chair Statement**All department-level evaluations due to Faculty Member within three (3) weeks after receipt**

- Suitable arrangements can be made so as not to seriously disrupt 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.

CHAIR STATEMENT

Possible effect on the curriculum and the operation of the department and any benefits to the department if the leave were approved:

Department Chair Signature	Department Chair Name	Date

After signing, the Department Chair shall provide a copy of this page to the Department Professional Leaves Committee.

After committee review, the Chair shall provide to the applicant a copy of this statement, along with a copy of the Department Professional Leaves Committee's recommendation.

The applicant has seven days to respond to both documents. The Chair shall forward the Department's recommendation and any applicant response to the college Dean.

Department Professional Leaves Committee**All department-level evaluations due to Faculty Member within three (3) weeks after receipt***A Departmental Committee is a minimum of three (3) members composed of tenured faculty elected by probationary and tenured faculty. A standing committee meeting these criteria is acceptable.***COMMITTEE MEMBERS:**

Committee Chair Name:	Signature:
Name:	Signature:

Evaluation 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."

Committee recommendation related to the quality of the proposal:

Recommend **Do Not Recommend**

EVALUATION & RECOMMENDATION

Committee Chair Signature	Committee Chair Name	Date
Forwarded to the Department Chair (date):		

Recommendation by College Dean**Due to Faculty Member and Department two (2) weeks after receipt****Recommendation:** **Approve** **Disapprove** **REASONS FOR RECOMMENDATION:**

Dean's Signature	Dean's Name	Date

After signing, the Dean shall provide a copy of this page to the applicant. The applicant has seven days (7) to respond to the recommendation before the application is forwarded to University Personnel-Faculty Affairs (UP-FA) at up-facultyaffairs@sjsu.edu

Responses are part of the application and will be stored in the Personnel Action File (PAF).

Forwarded to UP-FA on (date):

Please ensure that all documents are forwarded together to UP-FA:

- *Proposal*
- *Department Professional Leaves Committee Recommendation*
- *Chair's Statement*
- *Applicant's response(s), if any*
- *Dean's Recommendation*
- *Terms and Conditions*

UP-FA will add applicant response, if any, to Dean's recommendation.

Terms and Conditions – Difference in Pay 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, Article 28.

DIFFERENCE IN PAY LEAVES	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 (University Personnel) can provide information regarding ways by which full retirement credit may be purchased.
ELIGIBILITY	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."
APPLICATION	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 University Personnel-Faculty Affairs. Refer to S96-8 for more details on campus procedures.
ADDITIONAL OR OUTSIDE EMPLOYMENT	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.

BENEFITS	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."
CONDITIONS	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 Sr. Director, Faculty Affairs, for any additional and/or outside employment planned during the period of the leave. Approval is not automatic.
INDEMNIFICATION	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.
ANIMAL CARE AND HUMAN SUBJECTS CLEARANCE	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 (S79-18, S87-3) 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 subject clearance and for approval of animal research may be obtained from the Office of Research. Applicants are advised to check with this office if they have questions about whether clearance is necessary.
FINAL REPORT	Within six weeks after returning to service at San Jose State University, the faculty member shall submit a written report to the department professional leaves committee, and to the President via University Personnel-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.

I have reviewed the paragraphs above. I understand the regulations and agree to the conditions if my leave request is granted.

Signature	Name	Date