

**Purpose**

To benefit the University, its students, and its programs by providing time for faculty to engage in RSCA, teaching improvement, and professional development or retraining projects that are larger in scope, and to be successful, require time away from full-time responsibilities.

**Project Proposal**

The application shall include:

1. Statement of the purpose of the leave;
2. Description of the proposed project, including:
  - a. a detailed description of the plan to carry out the project, with if appropriate, a description of upcoming preparatory or completed work;
  - b. a statement of the project's benefit to the University in one or more of the activities listed above; and
  - c. evidence of the applicant's ability to complete the project;
3. Description of the CSU resources, if any, necessary to carry out the project; and
4. Statement of the time requested (1 semester or 2 semesters)
5. Statement that the final report of a previous SJSU sabbatical or difference in pay leave has been filed
6. The applicant's current curriculum vitae

**Criteria to Award DIP Leave**

Reviewers shall evaluate the **quality** of the DIP proposals on:

- The likely value of the project's contributions to one or more of the following professional areas:
  - RSCA or scholarly, creative, and/or professional advances;
  - Enhancement of pedagogical, instructional, and/or professional skills of the applicant;
  - Development of a discipline, curricular development, and/or educational improvement.
- Likelihood of impact or success due to the:
  - Applicant's ability to carry out the proposal,
  - Planning evidenced in the detailed description, and
  - Time-lines for the completion of the project.

Reviewers must report the strengths and weaknesses of the proposal.

Applications which **do not meet the criteria** shall receive a recommendation **against** the granting of the leaves.

**Review Steps**

From submission to decision, the DIP review process typically takes 10 weeks. However, if a faculty member is afforded an unexpected opportunity, such as external funding, a scholarship, or a fellowship, rapid and expedited review for a difference in pay leave **will** be provided.

**Department Level**

Chair/Director

- The Chair/Director shall write a statement regarding the impact of the absence of the proposer(s) from the department on:
  - The curriculum and operation of the department, and
  - Explaining any benefits to the department were the application to be approved
  - This duty does not disqualify the Chair/Director from being seated on the department committee
- The statement is distributed to:
  - The department committee
  - Dean, and
  - Applicant, who has seven calendar days to respond in writing to the college Dean, with a copy to the Chair/Director.

Committee

- A department committee of tenured faculty—current AY sabbatical and DIP applicants are ineligible to serve—elected by the probationary and tenured faculty members of the department shall review the application.
- Department tenure line faculty may decide to use an existing personnel committee elected by tenure line faculty or to elect a separate committee.
- Committee provides a written evaluation explaining the **strengths and/or weaknesses** of the proposal using the standards above.
- A copy of the evaluation and recommendation for each application shall be provided to
  - The proposer
  - The Chair/Director if not on the committee
- The proposer has seven calendar days to respond in writing to the department professional leaves committee.

**Dean Level**

The Dean shall:

- Review:
  - The quality of the proposed project (see criteria above),
  - The effect on the department and operation if the DIP is funded, other campus program needs, and campus budget implications,
  - Recommendations of the department professional leaves committee, and
  - Any responses from the applicant.
- Recommend in writing to the Provost whether the application should be approved or disapproved, and shall state the reasons for the recommendation.

A copy of the recommendation shall be provided to:

- The applicant, who has seven calendar days to respond in writing to the President,
- With a copy to:
  - The department Chair/Director, and/or
  - Department committee

**Provost's Decision**

The Provost shall:

- Consider all prior recommendations made pursuant to the:
  - Quality of the proposed activities,
  - Effects on department and campus programs and operations, and
  - Any response from the applicant to make the decision.
- Provide in writing a statement for the applicant with reasons for approval, denial, or postponement, and any conditions of the leave.
- A copy of this notice shall be provided to the:
  - Applicant,
  - Dean,
  - Applicant's department Chair/Director, and
  - Department committee.

**Final Steps**

Final approval of a Difference in Pay leave shall not be granted until the applicant has filed with the University 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 that shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return from the difference in pay leave.

The faculty member shall render service to the CSU upon return from a Difference in Pay leave at the rate of one (1) term of service for each term of leave.

**While on DIP**

While on a Difference in Pay leave, faculty shall:

- Be considered in work status for purposes of benefits. They shall continue to:
  - Receive the same health, dental, and appropriate fringe benefits
  - Accrue sick leave, vacation (if applicable), and service credit:
    - Toward merit salary adjustment eligibility,
    - Eligibility toward promotion, if applicable, and
    - Seniority credit.
- Not accept additional and/or outside employment without prior approval of the President.

DIP status affects service credit toward retirement from CalPERS proportionate to the reduction in salary. DIP awardees are advised to contact CalPERS if interested in purchasing lost service credit due to the DIP leave.