

THE CALIFORNIA STATE COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036

February 16, 1967

TO: State College Presidents

FROM: Raymond A. Rydell *R.A.R.*  
Executive Vice Chancellor

RE: Authorization and Appointment of State College Presidents  
to Approve Sabbatical Leaves -  
Executive Order No. 37

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I am pleased to transmit a copy of Executive Order No. 37, which makes possible the administration of the sabbatical leave program at the State Colleges, rather than in this office.

Also attached is an FSA letter which indicates policies and procedures to be used to implement the granting of such leaves.

Please address any questions regarding interpretation of this Executive Order and FSA 67-19 to the Office of Faculty and Staff Affairs.

GSD:gm  
Attm.

cc: Academic Vice Presidents  
Business Managers  
Personnel Officers  
Chancellor's Staff

THE CALIFORNIA STATE COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
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Authorization and Appointment of State College  
Presidents to Approve Sabbatical Leaves -  
Executive Order No. 37

Effective February 20, 1967, each State College President is authorized and appointed to approve sabbatical leaves for eligible personnel at his respective State College. Such leaves may be approved only when each of the requirements of Sections 43000 through 43008 of Title 5 of the California Administrative Code, and the policies and procedures issued by the Chancellor's Office in FSA 67-19 and subsequent amendments are observed.

Persons applying for sabbatical leaves shall be informed of the provisions of this Executive Order, and of the policies and procedures issued by the Chancellor's Office as implementation of it.

DATED: 2/17/67




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Glenn S. Dumke  
Chancellor

THE CALIFORNIA STATE COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036

FSA 67-19  
February 16, 1967

TO: State College Presidents

FROM:  C. Mansel Keene, Assistant Chancellor  
Faculty and Staff Affairs

SUBJECT: Sabbatical Leave Approval, Delegation of Authority  
Policies and Procedures

Executive Order No. 37 delegates to each College President the authority to approve sabbatical leave requests. The provisions of Title 5 must be observed along with the policies and procedures stated in this letter. Copies of pertinent excerpts of the documents referred to in this letter are attached for your ready reference.

1. Particular attention shall be directed to insuring that the sabbatical project proposed will benefit the college granting the leave.
2. An adequate report shall be made by each person returning from sabbatical leave in order to provide a record of performance and results on each leave taken. (See the suggestion originally made in the Minutes of the Meeting of the Chancellor's Council of State College Presidents, December 18-19, 1963, page 4).
3. The requirements of FSA 64-59 relative to outside earnings while on sabbatical leave shall be communicated to each person to be compensated at less than full pay while on leave. Each person applying for a leave who is to be compensated at full pay shall be informed that only incidental outside earnings are permissible.
4. The requirements of FSA 66-25 relative to minimum requirements for eligibility for sabbatical leave (faculty in class and rank positions who have taught an average of at

least one-fourth time for each year of eligibility) remain in force until funding can be obtained for additional types of positions. Vigorous efforts will continue to be made to secure funding for academic-administrator and librarian leaves.

5. Only those faculty members who are eligible for those leaves requiring six years of consecutive service will be considered for sabbatical leaves until the backlog of eligibles for such leaves has been reduced. Leaves include those indicated in Title 5, Section 43000, paragraphs: (a) (1), (D) and (E); (a) (2), (D) and (E); (b) (1), (B) and (C); (b) (1), (B) and (C). Leaves which require less than six years of consecutive service shall not be approved until further instructions are issued. Leaves in residence will not be implemented at this time.
6. Starting September 1967 full year leaves are to be compensated at two-thirds pay even though funding for the level of compensation may not be provided in an amount equal to the number of sabbatical leaves authorized. Therefore, colleges shall establish a priority list which will determine the order in which leaves based on authorized budgeted funds will be granted so that such funds will not be exceeded.
7. Starting September 1967 the period of return service required is one term of service for each term of sabbatical leave.
8. The granting of sabbatical leaves of absence is dependent upon the availability of budget funds for this purpose and any conditions attached to the appropriation by the Legislature. Thus, approval of such leaves by a college President must include a budgetary review to insure that the college is within its budget for this purpose.
9. A revised copy of the sabbatical leave application form is attached to this letter. It is not necessary for faculty who have already submitted forms to fill out new ones. Changes can be made by striking out and inserting materials to make the application form consistent with local approval authority and regulations effective September 1967. Any such changes made shall be initialed and dated by the applicant. It is, however, necessary to add the paragraph which appears as Item 11 which is a certification that the applicant has been informed of the pertinent regulations, policies, and procedures which apply to sabbatical leaves.

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In accord with Executive Order No. 37 and the above policies and procedures, your college's sabbatical leave applications are being returned under separate cover for your action.

MD:sm  
Attachment

cc: Vice Presidents or Deans of Academic Affairs  
Business Managers  
Personnel Officers  
Chancellor's Office Staff



In support of this application I present the following (1) detailed outline of my plan of study, research, or travel and service to be performed during the period of the leave; and (2) statement of the resulting benefits which will accrue to the college and its students (Attach additional sheets if necessary.)

(Ref. Item 2, Minutes of CCSCP Meeting of December 18-19, 1963)

Means of Using Sabbatical Leaves. Dr. Keene suggested that each college require a fully adequate report to be placed on file following completion of each sabbatical leave. Dr. Dumke stated that each president should be able to assure that there was a proper basis for all leaves granted. . . .

(Ref. Item 3, FSA 64-59)

1. A faculty member on half-pay for an academic year should not accept employment elsewhere although he may go on a Fulbright or accept payment of travel expenses connected with a sabbatical program. There may be a rare instance where up to half-time employment would actually contribute to the goal of the individual's sabbatical program. However, the burden of proof should be on the individual in any such exceptional circumstances to demonstrate the worth of such employment.
2. He is not precluded from accepting any employment but any such employment should be minimal and purely incidental.
3. Each President is fixed with the responsibility of insuring that any employment is minimal and incidental--no time or dollar values have or will be established.
4. The same restrictions apply to difference-in-pay leave.

If faculty are interested in working rather than in carrying out the provisions of a sabbatical they should go on leave without pay.

(Ref. Item 4, FSA 66-25)

Traditionally, sabbatical leaves have been granted to those who occupy class and rank positions. However, there is now a budgetary restriction of such leaves to teaching faculty. Thus, this is a further budgetary limitation of those eligible for sabbatical leaves (executive, academic-administrative staff members and librarians were previously excluded). . . .

Since those in class and rank non-teaching positions frequently teach classes the following guide should be used:

Sabbatical leaves may be granted to faculty in class and rank positions who have taught an average of at least one-fourth time for each year of eligibility.



I will furnish the President a bond, pursuant to Title 5 of the California Administrative Code, Section 43005, to indemnify the State of California against loss in the event I do not return to render one term of service in the California State Colleges for each term of leave.

OR

I request that the President waive said bond. I agree to return to the service of the California State Colleges and render at least one term of service for each term of leave following my return from the leave of absence granted me. In support of this request, and pursuant to Title 5 of the California Administrative Code, Section 43005, I submit the following list of assets (the value of which is in excess of that salary to be paid to me during leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure, through fault of my own, to fulfill this agreement.

Description of Attachable Assets: (Include the current balance in retirement fund account.)

11. I recognize that this leave, if granted, will be pursuant to Sections 43000 through 43008 of Title 5 of the California Administrative Code, the Chancellor's Executive Order Number 37, and the policies and procedures specified in FSA 67-19, together with any amendments subsequently issued thereto. I agree to abide by the terms of the Title 5 sections stipulated, Executive Order Number 37 and the policies and procedures referred to therein should this application be approved.

Signature of Applicant

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Date

Subscribed and Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_.  
\_\_\_\_\_  
Notary Public,  
in and for the County of \_\_\_\_\_  
\_\_\_\_\_, State of California

Seal

12. Endorsement of the Faculty Committee

Having reviewed the applicant's proposed plan for leave of absence and statement of resulting benefits to the college, we recommend approval.

Signature \_\_\_\_\_  
Committee Chairman

Date \_\_\_\_\_

13. Approval of the College President

Having received the recommendation of the Faculty Committee Chairman, I have reviewed and hereby approve this application in accordance with Section 43004 of Title 5 of the California Administrative Code for the Chancellor of the California State Colleges:

Signature \_\_\_\_\_  
President

Date \_\_\_\_\_