



University Policy Statement

UPS 260.104

DIFFERENCE IN PAY LEAVES

I. PURPOSE

Difference in Pay Leaves (DIPLs) are governed by the Unit 3 Collective Bargaining Agreement (CBA). A DIPL shall be for the purpose of individual professional development that provides a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement, or faculty training.

II. ELIGIBILITY

A full time Unit 3 employee shall be eligible for an initial DIPL (or sabbatical leave; see UPS 260.102) after having served full time for six (6) years at that campus in the preceding seven (7) year period prior to the leave. After the award of an initial DIPL or sabbatical leave in which all of the conditions as specified in section VIII of this document were met, a Unit 3 employee will be eligible for a subsequent DIPL after having served full time for three (3) years after the last leave.

III. DURATION AND SALARY

Eligible faculty may apply for a one semester or one academic year DIPL (or equivalent; 4-months or 8-months for those in 12-month appointments). Academic year DIPLs spanning two academic years (Spring through Fall) are permissible. The salary paid to a Unit 3 employee on a DIPL shall be the difference between the Unit 3 employee's salary and the minimum salary of the instructor rank, or its equivalent. Faculty should contact Human Resources, Diversity, and Inclusion (HRDI) for salary calculations and pay periods impacted. While an academic year sabbatical leave is at half-pay, note that the remuneration for an academic year DIPL will likely differ.

IV. APPLICATION

1. The application form and links to this UPS and the appropriate articles of the CBA shall be available on the Faculty Affairs and Records (FAR) website. Faculty should contact FAR for DIPL eligibility. Annually, by September 15, the office of FAR notifies and publishes on its website the list of faculty eligible to apply for a sabbatical leave during the next academic year (by definition, those eligible for a sabbatical leave are also eligible for a DIPL). Since faculty apply in the fall prior to the academic year of the leave, eligibility is tentative and full-time service during the academic year of the application will be verified.
2. A faculty member who wishes to apply for a DIPL shall submit the application to FAR by 5pm PST on October 15 (or the next business day at 5pm PST if the 15th is on a weekend or holiday), where it will be reviewed for eligibility.

- A. An application for a DIPL shall consist of the same components as a sabbatical leave application: (1) a completed application form; (2) a narrative proposal, not to exceed five pages; and (3) an updated curriculum vitae (C.V.), limited to two pages.
1. The fields of the application form include: proposal title, proposal description (75 word max.), indication of any CSU resources required, indication of financial interest (and submission of a Statement of Economic Interests Form if needed), proposed work product (250 word max.) and agreements to acknowledge one's commitment to meeting the conditions of an awarded leave.
 2. The application narrative shall provide a description of the plan and timeline for research, scholarly or creative activity, instructional improvement, or faculty training. The narrative shall include:
 - the significance of the project in the context of the relevant discipline,
 - the impact of the project on the applicant and CSUF, and
 - the likelihood of completion based on the proposed timeline, possession of needed skills, expertise, and resources.
 3. The two-page C.V. submitted as part of the DIPL application should focus on activities relevant to the proposed project. (For example, if the project is to further develop one's pedagogical skills, the C.V. shall reference recent teaching or professional activities related to the proposed project).

V. TIME FRAME

The application form is available from the FAR website and is due to be returned to FAR by October 15 of the academic year preceding the proposed leave. In instances where a faculty member applies for a sabbatical leave and is denied that leave, they may apply for a DIPL within two weeks of notification of the negative decision regarding the sabbatical leave. Exceptions to the October 15 deadline may be made when a Unit 3 employee is afforded an unexpected opportunity, such as external funding, a scholarship, or fellowship. An expedited review shall be provided under such circumstances.

VI. DEPARTMENT LEAVES COMMITTEE

Each department receiving DIPL applications shall establish a Department Leaves Committee (DLC). Departments may choose to use an existing committee elected by the probationary and tenured faculty for the purpose of evaluating DIPL applications. DLCs shall consist of at least three elected members, all of whom must be tenured. Faculty applying for a DIPL may not serve on the DLC.

VII. REVIEW PROCESS

1. FAR will send a copy of eligible applications to the respective department chair. Those that are ineligible will be returned by FAR to the applicant with an explanation.
2. The chair will forward the application to the DLC.
3. The DLC shall consider the quality of the application and forward a recommendation to the department chair.

4. The chair shall prepare an impact statement regarding the possible effects on the curriculum and the operation of the department should the employee be granted a DIPL. The chair shall forward the DLC's recommendation and the impact statement to the dean.
5. The dean shall consider the DLC's recommendation, the chair's impact statement, other campus program needs, and campus budget implications prior to making a recommendation. They shall forward their own recommendation along with that of the DLC and the department chair to the Provost and Vice President for Academic Affairs.
6. The Provost/VPAA shall make a final determination regarding the leave and the conditions of the leave. The Provost/VPAA shall consider the chair's statement as well as the recommendations made by the DLC and the dean.
7. If a DIPL is denied, the Provost/VPAA shall respond in writing to the applicant and give the reasons for the denial. If a DIPL is granted, the response shall include any conditions of such a leave. A copy of the Provost/VPAA's response shall be provided to the affected DLC, the chair, the dean and FAR.

VIII. CONDITIONS OF A DIPL

1. A DIPL shall only be granted after FAR has received a suitable bond or a signed and notarized Promissory Note (the value of which is at least equal to the amount of salary to be paid during the DIPL) that will indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return from a DIPL.
2. A faculty unit employee granted a DIPL shall not accept additional and/or outside employment without prior approval of the Provost/VPAA. Such a request shall be submitted separately from the leave application to FAR. Requests to teach during any period of a DIPL will only be considered in exceptional circumstances.
3. By the end of the semester following the completion of the term of the leave, the faculty member shall submit a written report to the Provost/VPAA, via FAR. The report shall address accomplishments during the leave.
4. A faculty member shall render full-time service to the CSU upon return from a DIPL at the rate of one (1) term of service for each term of leave.
5. A faculty unit employee on a DIPL 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 they were not on a DIPL. In addition, a faculty unit employee on a DIPL shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit. Faculty should contact HRDI for information on the impact of a DIPL on one's retirement credit.
6. Per UPS 210.000 and 210.020, a faculty member on a DIPL is not eligible to serve on the Department Personnel Committee, Post-Tenure Review Committee, nor Faculty Personnel Committee during the academic year(s) of the leave. Per UPS 210.070, faculty on a semester DIPL may serve on the Department Peer Review Committee for Lecturer evaluations during the semester that they are not on the DIPL.
7. Requests to cancel or change the term of an approved DIPL shall be approved by the Provost/VPAA and submitted to FAR. Requests to change the term shall be justified in detail and approved only in exceptional circumstances.

8. In any case in which a probationary faculty member is awarded a DIPL, the probationary faculty member shall prepare any required Working Personnel Action File and participate in the evaluation. Any DIPL awarded to a probationary faculty member that will occur during a terminal year assignment shall be rescinded. Any DIPL awarded to a temporary faculty member who is not reappointed shall be rescinded.

Source: Faculty Affairs Committee

EFFECTIVE DATE: April 22, 2022
Supersedes: UPS 260.104 dated 5-12-17
and ASD 17-25