

|  |                              |
|--|------------------------------|
| <b>TO BE COMPLETED BY THE FACULTY MEMBER</b>         |                              |
| Employee Name:                                       |                              |
| Home Department:                                     |                              |
| <b>SABBATICAL OR DIFFERENCE IN PAY LEAVE TERM(S)</b> |                              |
| Sabbatical <input type="checkbox"/>                  | DIP <input type="checkbox"/> |
| Term(s): <i>Use the dropdown field to select</i>     |                              |

**WORKING DURING SABBATICAL OR DIP LEAVE**

The purpose of a Sabbatical or DIP (Difference in Pay) leave is to help advance research, scholarship, or creative agenda for faculty, as well as enhance education for students and the reputation of the university. As stated in the Collective Bargaining Agreement, a faculty member on Sabbatical or DIP leave “shall not accept additional and/or outside employment without prior approval of the President and the justification must be clearly outlined in the sabbatical proposal.” If your plans include any form of additional income (including grants, teaching, consulting, committees, etc.), you are required to complete this form prior to your leave acceptance.

**STATEMENT OF PURPOSE FOR OUTSIDE WORK**

|  |                |
|--|----------------|
| Type of work (research, consulting, etc.): |                |
| Estimated hours per week:                  |                |
| Work start date:                           | Work end date: |

|   |       |
|---|-------|
| I acknowledge that this work is outside employment while I am on Sabbatical or DIP leave. I have reviewed the appropriate <a href="#">SSU policies</a> and the <a href="#">Unit 3 Collective Bargaining Agreement</a> . |       |
| Signature:  | Date: |

**If completing this form during the application process, please submit along with all application materials.**

**If completing this form after Sabbatical/DIP acceptance, please submit immediately to: [FacultyAffairs@sonoma.edu](mailto:FacultyAffairs@sonoma.edu)**