

TO BE COMPLETED BY THE FACULTY MEMBER		
Name:		Department:
SABBATICAL OR DIFFERENCE IN PAY LEAVE TERM(S)		
Sabbatical <input type="checkbox"/>	DIP <input type="checkbox"/>	Term(s):

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 a 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 and gain approval prior to accepting the additional and/or outside employment.

STATEMENT OF PURPOSE FOR ADDITIONAL AND/OR OUTSIDE EMPLOYMENT

The additional work must correspond to the sabbatical objective noted in the application. Please explain how the work supports the aims of your leave and if the goals of your leave are achievable if this request is approved:

Type of work (research, consulting, etc.):	
Location of work:	
Estimated hours per week:	Estimated income:
Start date:	End date:

ACKNOWLEDGEMENT AND SIGNATURE	
I acknowledge that this is additional and/or outside employment while I am on sabbatical or DIP leave. I have reviewed the appropriate SSU leave policy and the Unit 3 Collective Bargaining Agreement .	
Signature:	Date:

Submit this request with all application materials by the September 15 deadline, or if completing this form after the application deadline, please submit immediately to: FacultyAffairs@sonoma.edu