



Personal or Professional Leave Without Pay Application

(Instructional Faculty)

Name: _____	Date: _____
Department: _____	Faculty Status (check one): Tenured
Signature: _____	Probationary
	Temporary

Period of Leave Requested:

Academic Year _____

Academic Term/Terms _____

Amount of Leave
Full
Partial Specify Fraction of Leave (1/3, 2/3, etc.) _____

Type of Leave Requested:

Personal	Professional
Unpaid Sick Leave	Research
Outside Employment (non-academic)	Advanced Study
Maternity/Paternity Leave	Professional Development
Family Care	Outside Employment (academic)
Other (specify)	Other (specify)

Purpose (Provide brief description and attach documentation if necessary):

Outside Employment (if applicable)

Employer _____

Name of Supervisor _____

Is appointment tenure-track? _____

Is appointment with tenure? _____

***CSUSB reserves the right to contact outside employment supervisor.**

AA/S Verification Name: _____ Date: _____
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Department Committee Comments
(Attach additional pages if more space needed)

Recommend

Do Not Recommend

Committee Chair's Signature (Please forward to Department Chair) Date

Department Chair Comments
(Attach additional pages if more space needed)

Recommend

Do Not Recommend

Department Chair's Signature (Please forward to School Dean) Date

School Dean's Comments
(Attach additional pages if more space needed)

Approve

Do Not Approve

School Dean's Signature Date
(Please forward to Academic Personnel accompanied by signed letter of acceptance)

Criteria for Approval of Professional Leaves of Absence Without

Pay: Purposes for which leaves typically would be approved include:

- ◆ To accept a limited term appointment or engage in a temporary activity that is of benefit to CSUSB and to the instructional faculty.
- ◆ To accept an administrative position at another institution when tenure is not awarded with appointment. Approval of such leave will not extend beyond two years.
- ◆ To permit instructional faculty an opportunity to apply their expertise to an area not normally within their assignment. The activity must be of benefit to CSUSB and to the department and be concurrent with the University's Mission and Goals.
- ◆ To assist the instructional faculty's department or college in meeting budgetary obligations.
- ◆ To establish, extend, or engage in activity of benefit to CSUSB or the department (i.e., a field-based experience).

Purposes for which leaves would normally NOT be approved:

- ◆ To accept a faculty or administrative position with tenure elsewhere.
- ◆ Cases that are not a benefit to CSUSB or are not concurrent with the University's Mission and Goals
- ◆ When services of the instructional faculty are needed.