

Steps for Sabbatical Candidate in eFaculty

LOGIN & ACCESS

Navigate to one.sjsu.edu and search for the eFaculty tile.

Use your standard SJSU Credentials for Single Sign-On access.

Pictorial guide: [eFaculty QuickTips - Logging In](#)

Presentation Goals

- ✓ Consider Eligibility [Slide 3](#)
- ✓ Initiate and open a case [Slide 4](#)
- ✓ Name four main requirements [Slide 5](#)
- ✓ Recognize important Application details [Slide 7](#)
- ✓ Select semester/AY sabbatical well-informed [Slide 8](#)
- ✓ Locate leave conditions [Slide 9](#), potentially including Outside Employment process [Slide 18](#)
- ✓ Recognize important Document details [Slide 10](#)
- ✓ Review and Submit on Time [Slide 13](#)
- ✓ Recognize optional response steps [Slide 16](#)
- ✓ Understand Expectations During Sabbatical and After [Slide 17](#)
- ✓ Benefit from CFETI's expertise [Slide 20](#)

Eligibility

Eligibility Requirements

- **Full-time Work:** Must have worked full-time at SJSU for **6 of the 7 years** prior to leave.
- **Service Interval:** At least **6 years of service** since previous sabbatical or DIP leave.
- **Prior Credit:** Probationary service credit may count toward eligibility.

Notification

- **Automatic:** Faculty Services notifies all faculty members who may be eligible for a sabbatical in the academic year following the upcoming review cycle.
- **Reach out if unsure:** Anyone who was not notified, but who believes they would be eligible, should contact Faculty Services at up-facultyservices@sjsu.edu.

Initiating Your Case in eFaculty

Step 1: Notification

Notify up-facultyservices@sisu.edu of your intent to apply from your SJSU email address.

Deadline: Check the [Sabbatical Review Calendar](#).

Step 2: Case Creation

After the case is created in eFaculty, you will receive a confirmation email.

Step 3: Access

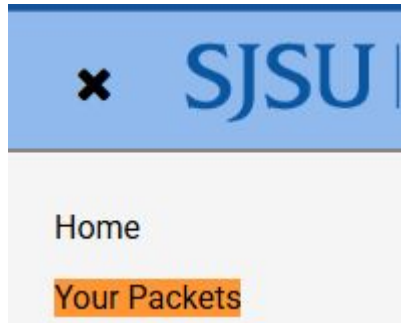
Use the “VIEW CASE” link in the email or the eFaculty tile on [one.SJSU.edu](https://one.sjsu.edu) to access the application portal.

Step 4: Complete the Application

Follow the steps to upload and submit as described below.

Your Sabbatical Packet

- If navigating from the eFaculty Home page, click Your Packets.
- Then, click Edit or Packet to go the Packet tab



San José State University > Your Packets >

Sabbatical Application

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
San José State University	Sabbatical	Soft Deadline	Sep 7, 2026

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Forms

Not Yet Submitted Unlocked [Edit](#)

Type	# Required	# Added
● Applicant Questionnaire - Required Questions - Sabbatical Leave	8 required	0
● Terms and Conditions - Sabbatical Leave	1 required	0

Sabbatical Application Documents

Not Yet Submitted Unlocked [Edit](#)

Type	# Required	# Added
● Proposal	1 required	0
● CV	1 required	0
✓ Additional Documents	0 required	0

Sabbatical Application Components

San José State University > Your Packets >

Sabbatical Application

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
San José State University	Sabbatical	Soft Deadline	Sep 7, 2026

Overview **Packet**

[Expand All](#) [Collapse All](#)

Forms Not Yet Submitted Unlocked [Submit](#) 0 of 0
Required Files
Enter the information you need to enter.

Applicant Questionnaire - Required Questions - Sabbatical Leave 8 required questions, [Fill Out Form](#)
This form has not been completed.

Terms and Conditions - Sabbatical Leave 1 required questions, [Fill Out Form](#)
This form has not been completed.

Sabbatical Application Documents Not Yet Submitted Unlocked [Submit](#) 0 of 2
Required Files
Please upload your proposal and CV.

Four Required Items

- Complete Applicant Questionnaire
- Terms and Conditions agreement
- Sabbatical Proposal
- Current CV

Unlike faculty evaluations, the sabbatical application is contained within a single packet page.

Sabbatical Application & Past Reports

Full Name *

Anthony Hilton

Department *

Teacher Education

Date of your last sabbatical *

Note the academic year or N/A

2014/15

Did you submit a required report after returning from your last Sabbatical? *

Yes

No

N/A

- SJSU conditions sabbatical awards on whether candidates have completed reports for prior sabbaticals and/or DIPs.
- If you have any unresolved sabbatical reports send them to up-facultyservices@sisu.edu and your Dean.
- Please reach out to us if you have questions about prior reports (which should be in your PAF).

Compensation and Choosing Leave Type

Type of Leave Requested *

- AY
- Semester

Request is for *

- Fall 2027
- Spring 2028
- AY 27-28
- Spring 2028 and Fall 2029

Will you receive remuneration for your project other than you University salary?

If yes, explain in an appendix how the remunerated activities are related to and will advance the proposed activities.

- Yes
- No

If you plan to travel, indicate the location. *

- Domestic
- International
- I will not travel

If international, please indicate destination(s).

Compensation

AY Faculty

- **One-semester:** full salary.
- **Two-semester:** one-half of full salary.

12-Month Faculty (majority of appointment)

- 4 months: full salary
- 8 months: one-half of full salary

Chairs and Directors

- No chair stipend during leave.
- Majority 12-M chairs may choose AY or 12-M

Terms and Conditions - Sabbatical Leave

Anthony Hilton

This digest is based on information contained in Title 5, California Administrative Code, Sections 43000-43008; CSU policy as stated in FSA 67-19; and the agreement between The Board of Trustees of The California State University and The California Faculty Association, Articles 22 & 27.

TYPES OF LEAVES AVAILABLE -The types of sabbatical leave are one semester full-pay and two semesters half-pay. If you wish a year leave, depending upon your current salary, it could be advantageous to request a difference in pay rather than a half-pay leave. Please note that faculty members awarded half-pay sabbatical leaves will lose partial retirement credit unless they choose to reimburse the State to the level of a normal retirement contribution. A faculty member's contribution to and credit in the retirement fund is in proportion to reduced compensation while on leave. Your University Personnel [Benefits Representative](#) can provide information regarding ways by which full retirement credit may be purchased.

ELIGIBILITY - The Agreement (Section 27.2) provides that "A full-time faculty unit employee shall be eligible for a sabbatical leave if they have served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave." The Agreement (Section 22.25) provides that a faculty member taking a professional leave of absence without pay shall accrue service credit toward sabbatical eligibility; such credit "shall be for a maximum of one (1) year per sabbatical eligibility period." A leave of absence without pay or service in an academic appointment excluded from the faculty bargaining unit shall not constitute a break in service when calculating sabbatical leave eligibility. Credit granted toward the completion of the probationary period for service elsewhere shall also apply toward fulfilling the eligibility requirements for a sabbatical. The agreement (Section 27.20) states, "A faculty unit employee shall render service to the CSU upon return from a sabbatical leave at the rate of one (1) term of service for each term of leave."

APPLICATION REVIEW - A limited number of sabbatical leaves are awarded from each college, so they are competitively reviewed. Sabbatical leaves are reviewed according to a schedule of deadlines set each year by Faculty Services. Typically, the applications are due in early September and proceed through a series of reviews by department chair, college committee, dean, and university committee, with opportunities for response by the applicant between each level of recommendation. The Provost's decisions are announced by early spring semester. Refer to [F08-4](#) for more details on university policies.

ADDITIONAL OR OUTSIDE EMPLOYMENT - The Agreement (Section 27.18) states that "A faculty unit employee on sabbatical leave shall not accept additional and/or outside employment without prior approval of the President." If any remuneration other than University salary is anticipated, full details must be included in the application. Faculty members who wish to work rather than carry out provisions of the sabbatical leave requirements must request permission to go on leave without pay. A faculty unit employee granted a sabbatical leave might be required by the President to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the dean and Faculty Services.

BENEFITS -The Agreement (Article 27.16 and 27.17) state that "A faculty unit employee on sabbatical leave 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 sabbatical leave," and "A faculty unit employee on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward service salary increase eligibility, eligibility toward promotion, if applicable, and seniority."

CONDITIONS - The estimate of any additional remuneration for the project that is required as part of the application does not constitute a formal request to the President, via Faculty Services for any additional and/or outside employment planned during the period of the leave. Approval is not automatic.

INDEMNIFICATION - Per Section 27.9, an applicant must file "a suitable bond or an accepted statement of assets (not including PERS holdings) and/or promissory note that is individually or collectively at least equal to the amount of salary paid during leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave." The bond or promissory note shall be filed with Faculty Services upon notification that the sabbatical leave has been approved by the President.

ANIMAL CARE AND HUMAN SUBJECTS CLEARANCE - Applicants whose sabbatical projects include research on animal or human subjects must include the approval of the Institutional Animal Care and Use Committee (IACUC) or the Institutional Review Board (IRB) with their applications, because campus policies ([S14-6](#), [F17-1](#)) mandate clearance for all such research sponsored or funded by the University. The applicant must initiate the process for seeking approval from IACUC or IRB and must forward the clearance to Faculty Services. Protocol forms for human subject clearance and for approval of animal research may be obtained from the [Office of Research](#). Applicants are advised to check with this office if they have questions about whether clearance is necessary.

FINAL REPORT - Within six weeks after returning to service at San José State University, the faculty member shall submit a written report to the dean, and to Faculty Services. In addition, faculty members returning from leave are encouraged to present the results of the sabbatical leave at departmental, college or university forums.

I have reviewed the paragraphs above. I understand the regulations and agree to the conditions if my leave request is granted. *

By checking this box, you agree to the terms and conditions stated above.

Last Saved on May 13, 2026 at 2:41 PM

Save Responses

[Return to Packet](#)

Proposal Requirements

Proposal 1 required, 1 Added

Add

1. **Proposal Summary** (100 words or less)
2. **Detailed description** that does not exceed 4 pages, double-spaced, including works cited, if needed. The description should include the following 4 topics:
 - **The plan** to carry out the project, including, if appropriate, a description of any preparatory work scheduled before the leave or of pertinent completed work.
 - **Statement of the project's benefit to the University** in one or more of the following ways: research, scholarly, and creative activity, instructional improvement or professional currency.
 - **Evidence of ability** to complete the project.
 - **A timeline** for the completion of the project.
3. **Addenda** to the four-page project description are permitted; Attach only documentation that is pertinent to the feasibility of the project (letters of invitation to work in a lab, endorsements indicating critical value of the project to the applicant's file, etc.) General letters of recommendation are not needed.
4. Curriculum Vitae (CV); uploaded to eFaculty.
5. IRB Approval for Animal or Human Subjects required if applicable; upload to eFaculty (if applicable). If the sabbatical leave would result in your absence from oversight of research spaces (labs or activity spaces) or supervision of others, provide a plan for transfer of supervision to an appropriate SJSU faculty or staff/MPP.

Upload Proposal and CV

- 4. Curriculum Vitae (CV); uploaded to eFaculty.
- 5. IRB Approval for Animal or Human Subjects required if applicable; upload to eFaculty (if applicable). If the sabbatical leave would result in your absence from oversight of research spaces (labs or activity spaces) or supervision of others, provide a plan for transfer of supervision to an appropriate SJSU faculty or staff/MPP.

Title	Details	Actions
Fall 26 Semester Proposal - Anthony Hilton	Added May 14, 2026	Edit Remove

CV 1 required, 1 Added

Add

Please upload a current CV.

Title	Details	Actions
May 2026 CV - Anthony Hilton	Added May 14, 2026	Edit Remove

Additional Documents 0 Added

Add

FYI . . . Reviewer Instructions

Sabbatical - Evaluation and Ranking by College Sabbatical Leaves Committee

Article 27 of the CSU-CFA Collective Bargaining Agreement (CBA) and University Policy F08-4, state that the purposes for sabbatical leaves are to: Enhance the University educational environment or facilitate the professional development of faculty for sustained focus on: Research, scholarly, and creative activity (RSCA); Instructional improvement; or Professional currency. You will evaluate the quality of the proposed sabbatical projects in terms of achieving one or more of the purposes above. As a committee, please reduce to writing the strengths and weaknesses of each proposal. The committee shall also rank the semester proposals by quality from highest to lowest.

☰ Criteria for Evaluating Applications

Options ▾

This section provides dimensions for rating proposal **quality** that center on how well activities would enhance the educational environment and/or facilitate the professional development of the faculty member. The concept "quality" is often measured on the dimensions below. The first 4 are suggested to capture quality, but the elements of dimension 5 are derived from University Policy F08-4.

1. Alignment with the Intended Purpose of Sabbaticals
2. Clarity, Organization, Coherence
3. Disciplinary Grounding, Academic Rigor
4. Defined Outcomes, Expected Impact and Potential Value of Outcomes
5. Planning and Feasibility of the Proposal
 - Ability to Complete (e.g., Adequate Resources, Prior Experience)
 - Detailed Description (e.g., Thorough, Responsible, Ethical, Well-Planned)
 - Timelines for Completion (e.g., Realistic, Efficient, Contingencies Addressed)

The committee may use other dimensions or modify these as appropriate to rate the quality of the proposals and their alignment with the purposes of sabbatical leaves. However, per F08-4, dimension 5 above should be part of your rating of quality.

The committee evaluation of **semester** projects should include:

1. A determination of whether the proposal is **meritorious or not**. That is whether the quality of the proposal warrants awarding a sabbatical or not.
2. A statement of the **strengths and weaknesses** of each proposal, to be used as justification to the next level and feedback to the applicant.
3. The rank of each proposal in relation to all other **semester** proposals. Reasons for rank should be discernible from the evaluation of strengths and weaknesses.

The committee evaluation of **Academic Year (AY)** projects should include:

1. A determination of whether the proposal is **meritorious or not**. That is whether the quality of the proposal warrants awarding a sabbatical or not.
2. If the sabbatical is **not** meritorious, provide a justification for that recommendation.

This is how reviewers are prompted in eFaculty.

Meritorious? Worthy of funding under sabbatical criteria.

Semester sabbaticals are competitively reviewed. Not all meritorious semester sabbaticals can be funded.

Review Forms, Then Submit.



Review Guide

Instructions:

- Click each form directly and ensure accurate information.
- **Note:** The Preview button screen excludes forms, so their absence there is no issue.

Overview Packet

Expand All Collapse All

Forms Not Yet Submitted Unlocked Submit 0 of 0 Required Files

Enter the information you need to enter.

Applicant Questionnaire - Required Questions - Sabbatical Leave 8 required questions, Edit Form

Title	Details	Actions
Applicant Questionnaire - Required Questions - Sabbatical Leave	Completed Not Yet Submitted	Edit

Terms and Conditions - Sabbatical Leave 1 required questions, Edit Form

Title	Details	Actions
Terms and Conditions - Sabbatical Leave	Completed Not Yet Submitted	Edit

Review Documents, Then Submit

✓ Sabbatical Application Documents

Not Yet Submitted

Unlocked

Preview

Submit

2 of 2

Required Files

Please upload your proposal and CV.

Complete submissions show both sections Locked.

eFaculty@sjsu.edu can unlock premature submissions.

Overview Packet

⊕ Expand All

⊖ Collapse All

> Forms

Submitted

Locked

0 of 0

Required Files

> Sabbatical Application Documents

Submitted

Locked

Preview

2 of 2

Required Files

Candidate Submission Deadline

5:00 PM

Not midnight.

Sabbatical Calendar

Faculty Services begins opening cases to **Lock/Submit** unsubmitted cases.

Cases are processed one by one, starting at 5:00 PM on the due date.

Somebody's case will be first at 5pm. Somebody's will be last an hour or less later.

You are welcome to keep working until we get to yours.

Submitting an Optional Response

Anthony Hilton <noreply@interfolio.com>
to me

6:15 PM

Viewing Shared Files for Sammy Spartan

Respond

Download

Return to Details

SJSU | eFACULTY

Anthony Hilton has shared files with you.

VIEW FILES



SENT BY ANTHONY HILTON: MAY 7, 2026

Late-Add Retention Recommendation | Step 6:
Placeholder Dean

Late-Add Retention Recommendation

Candidate Name
Sammy Spartan

Responses from:
Step 6: College Level

for Sammy Spartan

Respond

Response

You can respond with a document for the committee to review.

Title *

Response to a stupendous slide deck

Spartan's Response

Success

Send

Cancel

2:18 PM

Putting It All Together

1. Eligibility & Initiation

- **Confirm:** 6 years of service since last sabbatical.
- **Initiate:** Email Faculty Services to start your case.
- **Leave:** Choose 1 semester (full pay) or 2 semesters (half pay).

2. Four Requirements

Complete these in eFaculty:

- Applicant Questionnaire
- Terms and Conditions
- Sabbatical Proposal
- Current CV

3. Verify & Submit

- Review documents in both sections.
- Submit both sections.
- **Deadline:** Submit by **5:00 PM** on the deadline date.

4. Post-Sabbatical Obligations

- Submit your sabbatical report within **six weeks** of your return.
- Provide one term of return service for each term of leave taken.

Sabbatical Return, Resources, and Benefits

Returning to SJSU

Return Service: One term of service required for each term of leave taken.

Sabbatical Report: Submit within **6 weeks** of return.

Submission Path: Via Dean to AVP, Faculty Services.

Faculty encouraged to present results at University forums.

Resources

[SJSU Sabbaticals Webpage](#)

Consult [Article 27 of the CBA](#).

Review [University Policy F08-4](#).

Contact [Faculty Services](#) with questions.

Use the [Change Request Form](#) for awarded leave modifications.

Benefits

Applicable benefits continue.

Service credit continues to accrue.

Full-year sabbatical at **half-pay** reduces CalPERS contributions and retirement service credit proportionally.

Service Credit Purchase: CalPERS allows faculty to purchase service credit lost to sabbatical leave.

Contact a [Benefits Representative](#) post-sabbatical to arrange the purchase.

Additional or Outside Employment



Employment Guidelines

- Faculty on sabbatical cannot teach or provide service to the department, college, or University.
- Additional or outside employment requires **prior approval**.
 - To assist with a post-award assessment, include expected outside employment or additional employment in an application appendix, stating how the employment is related to and advances the sabbatical project.
 - Sabbatical Award is NOT approval for outside or additional employment in the appendix.
 - Later opportunities may be allowed if they support the sabbatical project.

Approval Process

- Submit approval requests to Faculty Services if awarded a sabbatical.
- Email AVP Faculty Services [James Lee](#) with project relevant details.

Center for Faculty Excellence and Teaching Innovation

CFETI offers expert consultation

- On sabbatical content quality
- On sabbatical content composition
- On faculty development and evaluation strategy, career-wide

Contact CFETI for sabbaticals

- **1:1:** Friederike Bruehoefener, Assistant Vice Provost of Faculty Excellence and Teaching Innovation, offers [her calendar for faculty to schedule 1:1 consultations](#).
- **Reach out by email:** Dr. Bruehoefener may help with [questions by email](#) too.

Questions?

SJSU Faculty Services is here to help.

✉ efaculty@sjsu.edu