

Memorandum

Office of Faculty Affairs

Date: August 10, 2021

To: Department Chairs

From: Diane Guido *Diane Guido*
Associate Vice President, Faculty Affairs

Subject: Application for Sabbatical Leaves during the 2022-23 Academic Year

We are pleased to announce that the sabbatical application has gone virtual and you may now access it online! The submission will occur through Adobe Sign and the departmental and college reviews will also occur in this same format. Therefore, we will no longer be accepting hard copies and instead request that you send out the link for the 2022-23 sabbatical leaves or difference-in-pay leaves to eligible full-time faculty in your department.

First, however, we ask that you review the attached draft list of eligible applicants and confirm with our office whether there are any additions or deletions according to your records.

Once confirmed, please send this link to eligible faculty:

[Sabbatical Application Link](#)

IMPORTANT: Please note that submission of the application will be a multi-step process. After submitting the adobe application online, applicants must enter reviewers' emails and then respond to a system-generated email to confirm their email address in order for the application to be fully submitted.

Applicants can find these instructions as well as a sample application form for their reference on the Faculty Affairs website: <https://www.csun.edu/faculty-affairs/forms>.

Please email me or call me at extension 2962 if you have questions. For confirmation about eligible faculty members, please contact Letty Vargas in the Office of Faculty Affairs at Leticia.vargas@csun.edu.

DG:lv

cc: Provost Mary Beth Walker
College Deans