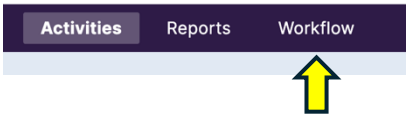
Sabbatical Leave Application Instructions

Eligible faculty must submit the Sabbatical via Watermark Faculty Success. Please notify your college of your intent to apply by the deadline posted in the Sabbatical and DIP Calendar on the Faculty Affairs webpage. After the notification deadline passes, you will receive an email from Watermark, inviting you to fill out your application.

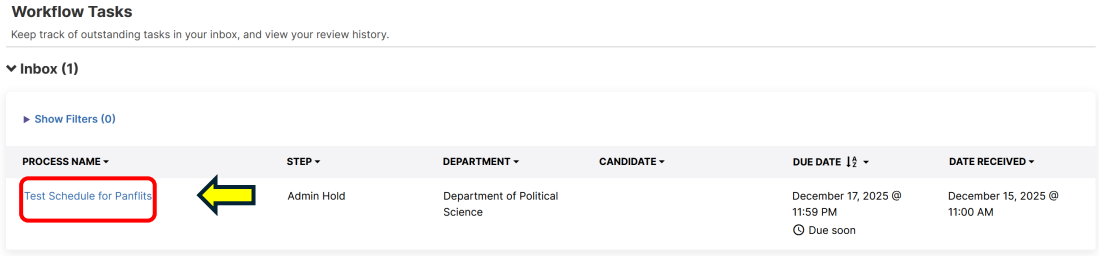
- The application for Sabbatical Leave includes:
  - A detailed outline of the plan of study or experience, research/project, service, and/or travel to be completed during the sabbatical.
  - A statement of purpose that demonstrates the benefits to students, the development of the profession or discipline, Cal State LA, the CSU, and/or the faculty as a teacher scholar or practitioner.
  - Evidence that resources needed to complete the project are available.
  - An updated curriculum vita.

Instructions for accessing your application.

1. Login with Single Sign On using this link https://www.digitalmeasures.com/login/calstatela/faculty/
2. Select Workflow in the purple bar.



3. A link to your Sabbatical application should be in the Inbox on the Tasks page.



4. Click the dropdown to select your Current Rank



5. Click the dropdown to select your department



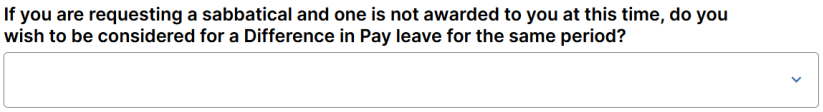
6. Click the dropdown to select which term you are applying for. Spring, Fall, or Academic Year.



7. Click the dropdown to select what type of sabbatical leave you requested.



8. Click the dropdown to select Yes or No on if you would wish to be considered for Difference in Pay leave for the same period, if you are not awarded a sabbatical.



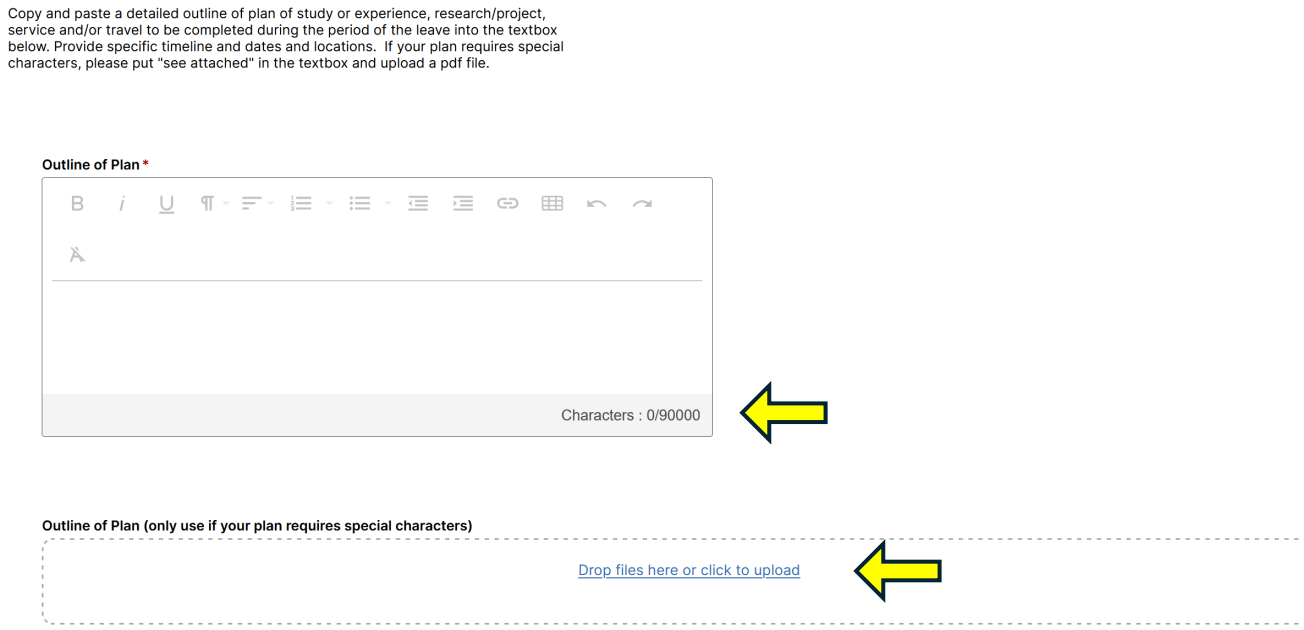
9. If you were awarded a sabbatical in the past, please enter the date you received it.



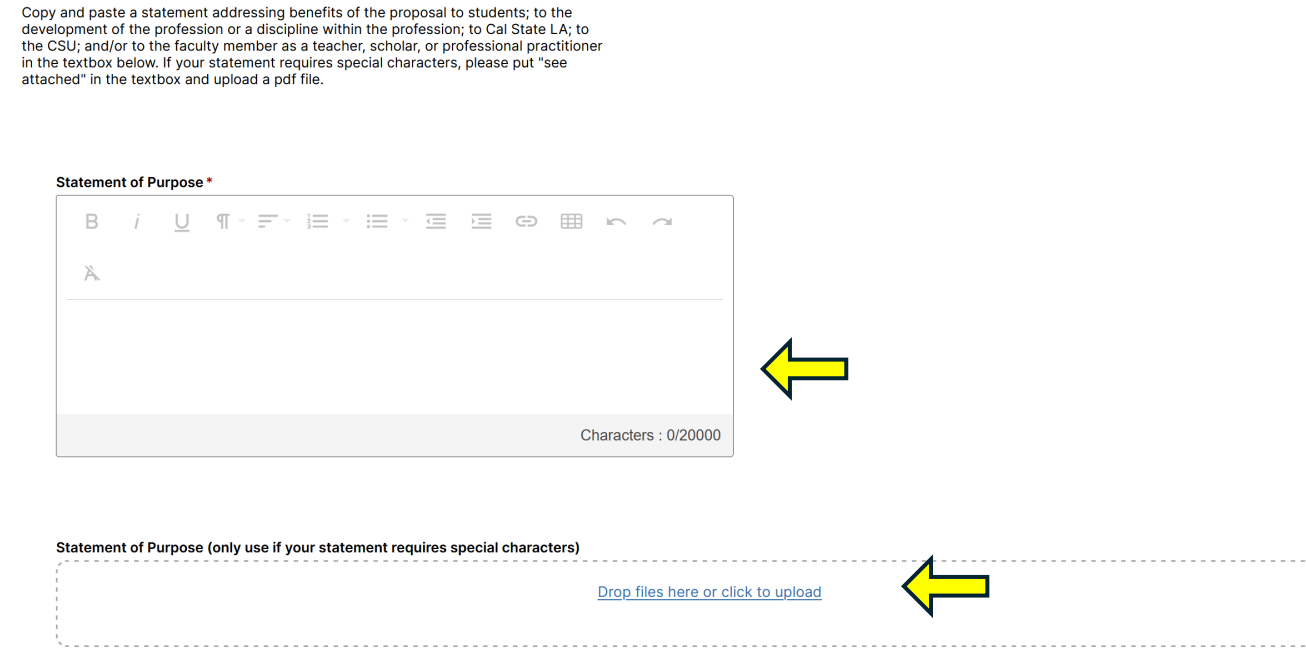
10. If you were awarded Difference-in-Pay in the past, please enter the date you received it.



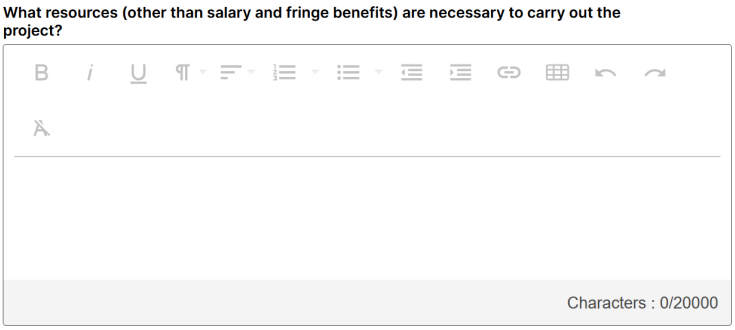
11. Copy and paste your Outline of Plan in the textbox. If the plan has special characters in it, you may upload a PDF by dragging and dropping your PDF here.



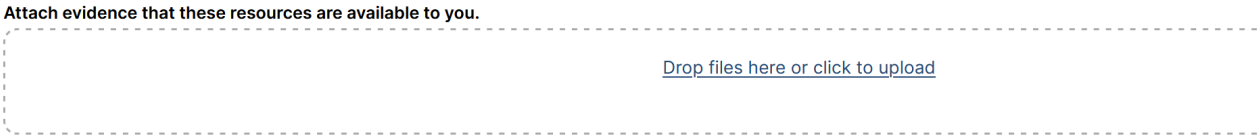
12. Copy and paste your Statement of Purpose. I your statement has special characters in it, you may upload a PDF by dragging and dropping your PDF here.



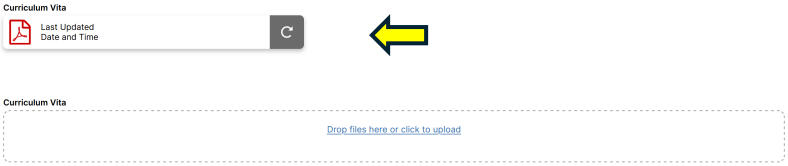
13. Describe what resources are necessary to carry out the project (other than salary and fringe benefits) here.



14. If you have evidence that these resources are available to you, you may upload them here by dragging and dropping your PDF here.



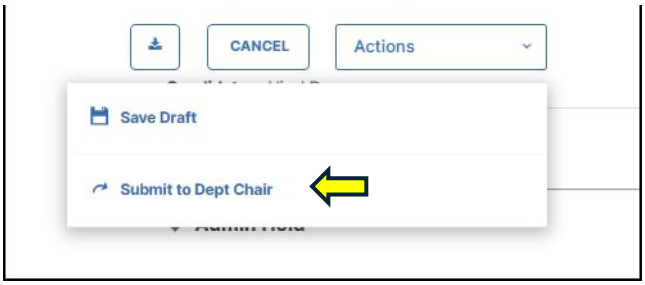
15. Your CV report will automatically populate with the information you have added to faculty accomplishments. Please click on the red icon to proofread the report. If items need to be updated, you should do that on the Activities page in the purple bar. Be sure to click on the refresh icon. If you wish to submit a second CV, you may by dragging and dropping your PDF here.



16. Click the Actions button drop-down.



17. Click Submit to Depart Chair



Questions: Please email Faculty Affairs at: RTP_Faculty_Success_Help@calstatela.edu