



June 19, 2020

Dear Faculty Colleagues,

The unprecedented worldwide health threat from COVID-19 may have negatively impacted those of you who took or have been approved to take a sabbatical. We want to support you. The intention of this memo is to reassure faculty that they will not suffer negative consequences from sabbaticals affected by COVID-19 either in the RTP process, current sabbatical process or future sabbatical applications. We thank our CFA Chapter colleagues for their insight on this issue.

All reviewers of Working Personnel Action Files (WPAFs), sabbatical reports and future sabbatical applications shall consider the directive above in their review of any materials referencing a sabbatical affected by COVID-19.

All faculty whose sabbatical is impacted by COVID-19 shall clearly and concisely note the impact in future references to their sabbatical, including the written report submitted upon return from sabbatical, as described in section IX.D of the [Sabbatical Leave Policy](#), and include a copy of this memo in their future WPAFs or sabbatical applications.

We know this is a stressful time and we are here for you. Please reach out to your Deans, Associate Deans or the Office of Faculty Affairs if you need assistance. Also, the Employee Assistance Program offers confidential services for a wide range of concerns including anxiety and stress. For more information, visit the [CSUSM EAP webpage](#).

Sincerely,

Ranjeeta Basu

Ranjeeta Basu
Interim Provost and VP for Academic Affairs
CSUSM

Cc: Michelle Hunt, Associate Vice President of Faculty Affairs
Deirdre Lowell-Caldera, Director, Faculty Personnel Services