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## 2015: SABBATICAL AND OTHER LEAVES

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### A. SABBATICAL LEAVE

Please refer to **APM 740** for comprehensive information about sabbatical leaves, including special appendices for calculating credits.

#### PURPOSE

A sabbatical leave is a privilege accorded to qualified faculty members to enable them to engage in intensive programs of research and/or study, and thus to become more effective teachers and scholars and enhance their service to the University (**Standing Orders of the Regents 103.4**).

#### TYPES OF SABBATICAL

There are two types of sabbatical leave:

- **Regular Sabbatical** is leave from all regular University duties to enable the individual to devote her- or himself full-time to research and/or study.
- **Sabbatical in Residence** requires the individual to teach in addition to engaging in a program of research and/or study at UC Merced or another University of California campus. The individual is expected to teach a regularly scheduled class that meets at least three hours per week. In exceptional cases significant University service may be substituted for all or part of the instructional requirement. Service must be at the campus or University-wide level and must require a time commitment equivalent to teaching a regularly scheduled class. Such exceptions are granted by the Provost/EVC.

#### ELIGIBILITY & ACCRUAL

Appointees in the following titles are eligible for sabbatical leaves, providing they have accumulated enough credits:

- Assistant Professor
- Associate Professor
- Professor

Credit toward eligibility to apply for sabbatical leave is earned through each semester of half-time or more service in a ladder-rank faculty title at the University. Credit is earned during service as an Acting or Visiting ladder-rank faculty member if such service is followed immediately by appointment to a regular ladder-rank title.

*Note: Refer to **APM 740-11** for information regarding qualifying academic administrative and Senior Management positions. See also **Senior Management Personnel Policy II-50**.*

An individual in an eligible title accrues one sabbatical credit for each full semester of service at 50% time or more. Service must be continuous, with no break in University employment. The maximum number of credits that may be accrued is equal to the number of credits required for a maximum sabbatical leave (one year at full salary), plus one year of credit; e.g., twenty credits (**APM 740-16.a**). Once the maximum accrual is reached, the balance will be capped until some credits are used for a leave. Faculty members may contact personnel in the Dean's Office or Academic Personnel Office with questions regarding sabbatical credit accrual.

Sabbatical credits are not accrued during periods of:

- Sabbatical leave
- Leave without pay

**PROFESSORIAL SERIES (PROFESSOR, ASSOCIATE, ASSISTANT)**

- Leave with pay for one semester or more
- Appointment to a university-sponsored research program at more than 50% time  
Summer research or Summer Session teaching

**RESTRICTIONS**

Sabbatical leaves will be granted only when they will not disrupt the teaching program or operation of the University. A faculty member should not commence a sabbatical leave until the Dean and the Provost/EVC have granted formal approval.

Immediately following a sabbatical leave, the faculty member must return to active service at UC Merced for a period at least equal to the period of the leave. Failure to return from sabbatical leave will create an obligation on the part of the individual to refund to the University the entire salary received during the leave. In case of a return to regular University employment for a period less than that of the sabbatical leave, the refund requirement will be reduced in proportion to the length of time served.

A sabbatical leave for an academic-year appointee shall be timed so that it starts and ends on dates established in the academic calendar for the beginnings and endings of semesters.

A sabbatical leave shall not be approved for an appointee who has been issued a notice of non-renewal or termination of appointment. For individuals who have had two or more reviews resulting in non-advancement, a sabbatical leave should only be granted if the leave is part of the individual's plan for re-engaging in research or creative activity.

Sabbatical leave shall not be used as a means of augmenting personal income. Except as provided in **APM 740-18** and **APM 025**, an individual shall not accept gainful employment during a sabbatical leave. This restriction does not apply to acceptance of a fellowship, personal grant, or government-sponsored exchange lectureship for the period of the leave, if such acceptance promotes the accomplishment of the purpose of the leave and is approved in advance by the Dean and the Provost/EVC; or to acceptance of nominal honoraria in connection with lectures delivered as part of the sabbatical leave project.

**REQUESTING SABBATICAL LEAVE**

Application for sabbatical leave requires submission of a completed Leave of Absence Request Form (**UCM AP 901**) and a project statement providing information outlined in **APM 740-94**. These documents must be reviewed and approved by the Dean, and then forwarded to the Academic Personnel Office for review and submission to the Provost/EVC for final approval.

**SABBATICAL LEAVE REPORT**

Within ninety calendar days of returning from leave, the faculty member will submit to the Dean a concise report of the results of the leave, including an account of progress made and plans for the completion of research and publication of the results. Detailed information regarding the required elements of the report can be found in **APM 740-97**. The report will become a part of the supporting documentation included in the next academic personnel review file; the review file will not be processed unless the report is included.