

*University of California, Merced*  
**SABBATICAL LEAVE CHECKLIST**  
**For Faculty and Schools**

- \_\_\_\_\_ Contact Academic Personnel Office (APO) for eligibility and verification of credits
  
- \_\_\_\_\_ Contact Dean to request Sabbatical Leave - Obtain verbal confirmation
  
- \_\_\_\_\_ Complete Sabbatical/Leave of Absence Request Form (Form # UCM-AP 901)
  
- \_\_\_\_\_ Attach required statement
  - Provide detailed information regarding the history of the project and the significance of the project as a contribution to knowledge or as a contribution to the applicant's increased effectiveness as a teacher and a scholar
  
- \_\_\_\_\_ Submit Sabbatical Leave Request Materials to Dean for approval. The Dean will forward the Sabbatical Leave Request materials and recommendation to APO. APO will inform the faculty member and Dean when the Sabbatical Leave is approved.
  
- \_\_\_\_\_ Faculty member advises Dean's Office and APO in writing when he/she has returned from sabbatical
  
- \_\_\_\_\_ Faculty member submits a concise report to Dean of School within 90 calendar days following the return from leave.<sup>†</sup> Dean submits report to APO.

<sup>†</sup>Report of results should include an account of activities during the leave, a statement of the progress made on the project, and a statement of future plans for the project, especially plans for completion and publication of the results.