Date: Revised December 8, 2015
December 7, 2015

To: Deans and Department Chairs

From: Ameae Walker, Vice Provost for Academic Personnel

Cc: Paul D’Anieri, Provost and Executive Vice Chancellor
Jose Wudka, Academic Senate Chair
Cherysa Cortez, Academic Senate Executive Director
Academic Personnel Directors

Re: Sabbatical Leave

“At the University of California sabbatical leaves of absence are not and have not been granted as a matter of individual right; rather they are and have been accorded to qualified members of the academic staff to enable them to enhance their service to the University and thereby increase its distinction.” (APM 740, Appendix A)

It is important that all faculty and administrators familiarize themselves with the sabbatical leave policy found in APM 740.

In section 16, limitations on accrual are described:

APM 740-16(a)…… “For academic-year appointees, the maximum accrual is 30 quarters or 20 semesters and for fiscal-year appointees the maximum accrual is 40 quarters or 10 years. The Chancellor may approve deferral beyond the above-stated maximum.”

Exceptions to allow accrual above these limits have been granted on this campus when service as Dean, Associate Dean, Department Chair or Director has prevented a faculty member from utilizing accrued credits. In some instances, approvals have been forthcoming for accrual up to 54 credits, albeit by extension on a year to year basis. However, analysis of how this level of accrual may affect university function and accountability has illustrated that a faculty member with this level of accrual could for all intents and purposes become a part time faculty member at full pay for a number of years. This situation is not defensible and not consistent with the intent of sabbatical leave, as stated above. By way of illustration, if an academic year faculty member with 54 credits took a sabbatical for one quarter each year, they could do this for 7 years, making them contributors to the campus for only two quarters per year for the duration.

There is no desire to penalize those outstanding individuals willing to serve in administrative positions and so a compromise allowing accrual, up to 36 credits for academic year faculty and 45 credits for fiscal year faculty, by exception has been put in place. For those who have documentable evidence of approval for 54 credits, the university will honor that commitment if evidence of such a commitment is forwarded at the time of request. Records should be present in the Deans’ offices.

For questions or more information, you may send an email to vpap@ucr.edu or academicpersonnel@ucr.edu.