

January 5, 2023

TO: CNAS Department Chairs

RE: Sabbatical Leave Applications

Sabbatical Leave applications for the 2023-2024 academic year will be due to your Dean's Analyst by Friday, **February 17, 2023**. This date has been established to allow departments adequate time to plan their course offerings and other needs. It will also assist our office with budgetary planning.

When concurring with a faculty member's request for sabbatical leave, **it is important to note that the department chair's signature on the UPAY 573 and addendum form (new) certifies that the teaching duties for that faculty member can be met with existing departmental resources** for the period of the sabbatical leave.

Part of the application is the sabbatical leave plan, which must be completed (items a-f). The intent of the form is to assist applicants in conforming to the requirements of the Academic Personnel Manual, Section 740-94. All portions of the form must be completed in order to avoid delays in reviewing and processing. Please make this information available to your faculty and underscore the advisability of providing as much specific, concrete information concerning the sabbatical plan as is possible.

I would also like to call your attention to the fact that the application itself (UPAY 573) should be filled out completely, including #A.10 (a short statement of the purpose of the leave and the location while on leave). This section not only is a ready reference for this office, but is used by the Academic Senate Office for purposes of awarding extramural and travel grants. **In addition to the UPAY 573 and Sabbatical Leave Plan, a Sabbatical Leave Request Addendum (new) will need to be completed by both the faculty member and Dept. Chair addressing the distribution of normal teaching duties for the academic year requested. If the Sabbatical Leave involves a fellowship, a Fellowship Leave and Salary Supplement form will need to be completed.**

In accordance with APM 740-97, the sabbatical leave recipient is to submit a report of the results of the leave within 90 calendar days following return from leave. Filing a report is a precondition for approval for subsequent Sabbatical Leaves. In addition, the report must be available in the department, if requested, during review in the merit/promotion process. This report must include information on the appropriate form and must be signed by both the faculty member and the department chair.

All forms necessary for sabbatical leave can be found in the attachments. If you have any questions, please contact Marie Good at 951-827-4228



Kathryn Uhrich
Dean

KU/mg

cc: CNAS Divisional Deans
Department FAOs
Academic Personnel Analysts

Attachments: UPAY 573
Sabbatical Plan
Teaching Addendum