

December 19, 2018

**TO:** CNAS Department Chairs

**RE:** Sabbatical Leave Applications

Sabbatical Leave applications for the 2019-2020 academic year will be due in the Dean's Office by Friday, **February 8, 2019**. 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 form also certifies that the teaching duties for that faculty member can be met with existing departmental resources** for the period of the sabbatical leave. Additional resources will not be provided to cover teaching needs that result from approved sabbatical leaves.


Part of the application is the sabbatical leave plan, which must be completed (items a through 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 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 leaves can be found on the CNAS website:

<http://cnas.ucr.edu/cnasprime/hr/apsu/forms.html> (please refer to the section "Leaves"). If you have any questions, please contact Dorria Burgess at 827-4554 or your department analyst.

A handwritten signature in black ink, appearing to read "K C".

Kathryn Uhrich  
Dean

KU/db

cc: CNAS Divisional Deans  
Department FAOs  
Academic Personnel Coordinators