

VI-2
SABBATICAL LEAVE (APM 740)
(Revised 4/24)

Please refer to APM 740 for statement of purpose, definition, concepts, types, qualifying service, exceptions, eligibility, restrictions, compensation, and special appendices. Sabbatical leaves are granted to enable eligible Senate faculty to be engaged in intensive programs of research and/or study, thus to become more effective teachers and scholars and to enhance their services to the University. There are two types of sabbatical leave:

- a) Regular sabbatical leave is leave from all regular duties to enable the individual to devote full-time to research and/or study. 9 sabbatical leave credits are required for each quarter of regular sabbatical leave at full salary. 6 sabbatical leave credits are required for each quarter of regular sabbatical leave at 2/3 salary.
- b) In Residence sabbatical leave is leave during which the faculty member is in physical residence during the quarter(s) and continues to teach at UCSB. Appointees in the Professorial series will teach a regularly scheduled class that meets at least three hours per week (this requirement is not fulfilled by a 599 class taught to one's own doctoral/master's students). Appointees in the Teaching Professor series will teach a reduced load based on the overall teaching workload. In exceptional cases significant University service may be substituted for all or part of the instructional requirement. Service must be at the campus-wide or University-wide level and must require a time commitment of equivalent to teaching a regularly scheduled class as described above. Such exceptions require prior approval by the Associate Vice Chancellor for Academic Personnel. 6 sabbatical leave credits are required for each quarter of in residence sabbatical at full salary.

Credit toward eligibility to apply for sabbatical leave is earned through service in the University during each quarter of half-time or more in a ladder rank faculty title. Credit is earned during service as an Acting or Visiting ladder rank faculty if the service is immediately followed by service in the regular ladder rank title. Refer to APM 740-11 for information concerning service in other academic series, fiscal year appointments or periods during which credit does not accrue. Note that deferral of sabbatical leave credits is automatic and no maximum accrual amount is imposed at UCSB.

A faculty member is required to return to University service immediately following a sabbatical leave for a period of time at least equal to the period of the leave. Failure to return to regular service will create an obligation on the part of the faculty member to refund the entire salary received during the leave to the University. Transfer to another UC immediately following a sabbatical does not require repayment of salary. APM 740-16 through 740-19 discusses other restrictions and limitations of sabbatical leaves; and Colleges may have separate restrictions governing obligations following special leaves.

- A. Requests for sabbatical leave are submitted via the on-line leave module in AP Folio. The faculty member must provide a statement providing information outlined in APM 740-94 and an indication of the number of credits to be used to support the leave and the balance remaining after the leave.

If five or more years have passed since the last academic advancement the request must also include an updated bio-bibliography and copies of reports from any sabbatical leaves taken since the last advancement.

The department Chair will review the request and provide a list of other faculty with approved leaves during the academic year of the requested leave.

- B. The application must be initiated no later than three months prior to the begin date of the pay period of the proposed leave. The department will receive a copy of the approval letter sent to the faculty member as notification of approval of the leave.
- C. Within ninety calendar days following return from leave, the recipient of a sabbatical leave shall submit to the Associate Vice Chancellor for Academic Personnel a report of the results of the leave. Information to be included in this report is contained in APM 740-97 and includes:
 1. Account of activities during the leave, including travel itineraries, institutions and locations visited, persons with whom there was extensive consultation or collaboration, and any formal lectures delivered.

2. Statement of progress made on the project as proposed in the application.
3. Explanation of any significant changes made in the project.
4. Appraisal of the relationship between the results anticipated in the leave project statement and those actually achieved.
5. Statement of future activity related to the project, including plans for completion of the project and publication of results.

The report will become a part of the supporting materials submitted with any proposal for subsequent promotion or merit increase.