

July 1, 2007

HUMANITIES DEPARTMENT CHAIRS

**Re: Leaves for SOE and Senior SOE Lecturers in the Division of Humanities**

Dear Chairs:

I am pleased to inform you that I am extending the following leave policy for Humanities Division Lecturers and Senior Lecturers with Security of Employment. This policy was developed after full consultation with all required parties and was originally issued in 2000-01.

It is within my authority as dean to grant leaves with salary for up to one year. Rather than entertain such leaves on an individual basis, I am extending a policy that would allow SOE and Senior SOE Lecturers to apply for a one quarter leave with salary every four years.

The initial effective date of this practice was July 1, 2001.

The extended practice follows:

Security of Employment and Senior Security of Employment lecturers in the Division of Humanities may request a one quarter leave with salary, for professional development, every four years, with the first leave requests being entertained for the 2002-03 academic year.

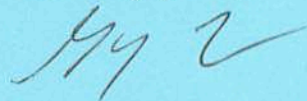
The following stipulations will apply:

1. The leave request must be submitted to the department during the annual Curriculum and Leave Call (normally during fall quarter for the following academic year);
2. The leave request must be accompanied by a description of activities or a proposal for professional development that will take place during the leave period;
3. The leave must be recommended by the program chair and must not cause a disruption of the curriculum during the quarter in question;
4. Leaves will not be granted if there is no proposal;
5. Leaves will not be granted if narrative evaluations have not been completed in a timely manner;
6. Upon return from the leave a full report of the activities undertaken while on leave will be sent to the dean. Leave requests will not be considered if reports on prior ones are not filed in a timely fashion.

SANTA CRUZ: DIVISION OF HUMANITIES  
OFFICE OF THE DEAN

7. This is not an entitlement. Authority of the Dean to grant or deny leave is not abridged or constrained by this practice.

Sincerely yours,



Georges Van Den Abbeele  
Dean of Humanities

Cc: Academic Human Resources Office