

September 19, 2016

HUMANITIES DIVISION FACULTY

Re: Absences from Campus While In Residence

Dear Colleagues:

Welcome to the 2016-17 academic year! I write to remind you upon your arrival back on campus of campus policy with regard to absences while you are officially in residence.

All academic year or nine-month appointees not on approved leaves of absence (sabbatical or other) are expected to render services during the entire academic year, i.e., from the beginning of the fall quarter through the end of the spring quarter. Please note that Academic Personnel Policy 720 states: "For both academic-year and fiscal-year appointees periods of academic recess are only recess from meeting formal classes. They are not recess from research, committee and other administrative duties, or other University obligations."

Faculty absences during this service period, for reasons other than illness or personal emergency, must be approved by the Department Chair, in advance. All such leaves of absence must be requested and approved in writing. Depending on the reason for the leave and the length of the leave, either the department chair, dean, or Campus Provost/EVC will be the final approval authority. Your department chair will be able to advise you about who has authority to approve your leave request. If illness or personal emergency requires that you be absent, please let your department and academic service center know as soon as possible, so that your classes can be notified and/or arrangements made for coverage.

Leave request forms for 2017-18 have been sent to departments. These forms are intended for requesting leaves for a full quarter or more, such as sabbatical leave, leaves without salary, research fellowship leave, and other situations that will take you off-campus for a quarter or more (e.g., UCDC, EAP, etc.). The dean has approval authority for most leaves, including some leaves that extend beyond one year, such as sick leaves and certain leaves without pay. Any other paid leaves surpassing a year are subject to approval by the President of the University. A Leave of Absence delegation chart can be found at the following URL:
<http://apo.ucsc.edu/policy/capm/900.700.html#h1>

I appreciate your cooperation with these leave policies.

Sincerely,



Tyler Stovall
Dean of Humanities