

September 23, 2015

HUMANITIES DEPARTMENT AND PROGRAM CHAIRS
HUMANITIES DEPARTMENT AND PROGRAM MANAGERS

Re: Delegation of Authority – Faculty Leaves of Absence

Dear Colleagues:

This letter continues the Leave Delegation originally issued by Dean Gary Lease on September 22, 2004, and updated September 21, 2013 by Dean William Ladusaw. This letter will be posted on the Humanities Division Academic HR Website for future reference.

Acting under the authority granted to Deans on November 6, 2003, I am delegating authority for certain leaves to Humanities Division Department and Program Chairs.

Chairs of Humanities Departments are granted authority to approve paid leave of **30 calendar days or less** to attend professional meetings ([APM 752](#) and [APM 758](#)) and paid leave of **30 calendar days or less** for service to governmental agencies ([APM 750](#)). The dean retains authority for granting such leaves that are over 30 calendar days.

Please send an email copy of the approved leave requests to mchapin@ucsc.edu so that there can be a record of the absence in the division.

Faculty leaves for any other reasons than those stated above, up to seven calendar days, can be approved by the Chair. Leaves for any other reason than stated above that are over seven calendar days must still be approved by the dean and, in certain circumstances will be forwarded to the Campus Provost/EVC for approval.

If you have questions about this delegation of authority, please call Marilyn Chapin (459-2429).

Sincerely,



Tyler Stovall
Dean of Humanities