

Standing Order 103
Special Provisions Concerning Officers, Faculty Members, and Employees of the University

²103.4 Sabbatical Leaves

Professors, Associate Professors, Assistant Professors, persons of equivalent rank, and Cooperative Extension Specialists, Advisors, and Agronomists shall be entitled, upon approval of the President, to the privilege of a sabbatical leave of absence from regular scheduled duties, following a prescribed period of service in the University as academic appointees with the rank of Instructor or higher, or equivalent rank, or with such other titles as the Board may approve.

Sabbatical leaves are granted to enable recipients 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.

A regular sabbatical leave of absence at less than full salary may receive an additional salary: (1) by appointment to the Miller Institute for Basic Research in Science, the Institute for Creative Arts, or the Humanities Institute, or such organized research programs as the Board may approve for this purpose; or (2) for limited service on a research or teaching project in a foreign university or for work on a research project, provided such research or teaching project is administered by the University with funds from government or private grant or contract, and provided further that the terms of such grant or contract specifically authorize such usage of such funds and when the work to be

performed by the recipient will promote the purpose of the leave. A sabbatical leave of absence in residence at the University may be granted, provided that, in addition to a program of research, writing, or equivalent activity at one of the University campuses, such person will teach at a University campus one class, meeting regularly at least three hours each week, or will perform an equivalent amount of instructional service in a course or courses regarded as essential to the program of that campus. An appointee on sabbatical leave of absence in residence shall be freed from all other teaching obligations and from all committee and administrative work

A sabbatical leave of absence may be taken at varying percentages of regular salary in accordance with regulations established by the President.

A sabbatical leave of absence shall be granted and accepted only with the understanding that the recipient, following leave of absence, will continue service at the University for a period at least equal to the period of the leave, unless specifically approved by the President.

¹ As amended 1-21-83.

Privacy Notification
State

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information:

The principal purpose for requesting the information on this form is to process paychecks. University policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the Federal and State governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The officials responsible for maintaining the information contained on the form: Office of the President and Campus Academic and Staff Personnel Managers or Campus Accounting Offices.