

DEANS  
DEPARTMENT CHAIRS  
DIRECTORS  
COLLEGE PROVOSTS

Dear Colleagues:

RE: Issuance of Campus Academic Personnel Policy on Substitution of Significant Service for Sabbatical Leaves In Residence -  
CAPM 900.700.G

Enclosed is the new campus policy on Substitution of Significant Service for Sabbatical Leaves in Residence, which is effective March 1, 2007. This policy provides guidelines for the substitution of "significant University service" for the teaching effort required for a sabbatical leave in residence (APM 740-8(b)). These guidelines include the requirement that the service be essential in nature and that no stipend can be received for the substituted service during the period of the sabbatical in residence. The policy also clarifies that the Campus Provost/Executive Vice Chancellor retains authority for this substitution.

While incorporating this new language into the existing campus policy on leaves of absence (CAPM 900.700), information from the systemwide Academic Personnel Manual (APM) was integrated in an effort to enhance the clarity and completeness of our campus academic personnel manual. Additionally, new forms and charts regarding leave policies were also included.

These incorporations include:

- Additional language regarding family friendly leaves and the extension of the tenure clock for assistant professors (see CAPM 900.700.D).
- A newly created leave form which contains the family friendly leave options available to ladder-rank faculty (see CAPM 900.700. H).
- An updated chart regarding restrictions for additional compensation while on sabbatical leave (see CAPM 900.700.H).
- An updated chart reflecting authority to approve leaves (see CAPM 900.700. H).

Revised CAPM 900.700 is attached to this memo in PDF form and is also available online at:

[http://www2.ucsc.edu/ahr/academic\\_policies\\_and\\_procedures/CAPM\\_manual.html](http://www2.ucsc.edu/ahr/academic_policies_and_procedures/CAPM_manual.html). If you have any questions, please contact your divisional academic personnel coordinator.

Sincerely,



David S. Kliger  
Campus Provost and  
Executive Vice Chancellor

cc: Acting Chancellor Blumenthal  
Faculty Assistant to the Executive Vice Chancellor Chung  
Academic Senate Chair Crosby  
Vice Provost for Academic Affairs Galloway  
Vice Provost and Dean for Undergraduate Education Ladusaw

Assistant Vice Chancellor Peterson  
Committee on Academic Personnel  
Academic Divisional Coordinators  
Academic Human Resources Analysts  
Department and Program Managers