To: Lloyd Lamouria, Chair  
Academic Senate

From: Charles T. Andrews, Chair 
Academic Senate Personnel Policies Committee

Subject: Use of Instruction Funds for Sabbatical Leaves

In response to inquiries from the UPLC and the Academic Senate, referencing President Baker's willingness to subsidize sabbatical leaves (per his memo dated May 30, 1986) at a maximum of positions allocated by utilizing instructional funds other than those designated for sabbatical leaves, the Personnel Policies Committee submits the following recommendations:

1. In determining the number of sabbatical leaves available, a one-quarter leave shall be considered as a one/third of a leave position instead of one/half of a position, which is the current practice.

2. The UPLC should work with the Budget and Personnel offices to implement this change of practice.

3. Sabbatical leaves shall be granted for the period of time requested in the original application. The only exception to this would be made by the UPLC in attempting to assure that all leaves allocated would be utilized.

4. Chairs/Department heads and Deans are to be informed as to the funding available for leave replacement purposes (funds are budgeted at assistant professor, step 3) and need to recognize this financial constraint in filling leave replacement positions.

5. This change in practice is an interim measure. There is to be an evaluation made for the years 1986-87 and 1987-88 to determine the amount of instructional funds other than those budgeted for sabbatical leaves used to implement this change. This evaluation is to be provided to the Academic Senate each year, and is to be completed before non-sabbatical leave instructional funds may be used to fund sabbatical leaves for 1988-89.
Thank you for your memorandum of August 21, 1986, which transmitted the Academic Senate's recommendation on the use of instructional funds for sabbatical leaves (AS-223-86/PPC).

Generally, I concur with the Academic Senate's recommendations; however, before approval, the following modifications to item No. 3 are suggested: "Sabbatical leaves shall be granted for the duration period of time requested in the original application. The only exception to this would be made by the UPLC in attempting to ensure that all leaves allocated would be utilized. The UPLC will be consulted whenever a candidate requests to change the duration of the leave from one quarter (1/3 position) to either two or three quarters (1/2 position)."

This change will bring item No. 3 of AS-223-86-PPC into congruence with Amendment 4 of AS-209-86-UPLC (see my memorandum to you dated June 23, 1986). It is important to recognize that there are legitimate reasons to postpone leaves from one quarter to another within the same academic year as long as the allocated position for the leave is not affected. Likewise, if a faculty member changes from two quarters to three quarters or vice versa it would still utilize the same fraction of a position, and it seems unnecessary to refer such a matter to the UPLC.

With regard to item No. 5, it is my intention that the evaluation be conducted by a representative from each of the following areas: Academic Affairs, Budget Planning and Administration, Personnel and Employee Relations, and the Academic Senate. Please advise me of the name of the representative so that the evaluation group can be officially appointed.