SoE SABBATICAL PROCESS & TIMELINE

>To request sabbatical for the following year, complete the forms below and submit by November 1st to: apcsoe@ucmerced.edu
- Form AP901
- Provide a copy of your current CV
- Teaching Plan Coverage Form
- Project Statement – Required elements of the statement may be found in APM 740-94

> Late Requests are exceptions: the school may not be able to accommodate late requests on account of staffing considerations
> Changes to Approved Requests: you may submit a change request, however, the request must be submitted 4 months before the start of your sabbatical as originally approved. Please note that approval is not automatic. Change requests may be denied if budgetary conditions prohibit such changes.

Applications are reviewed by the Undergraduate and Graduate Program Chairs, Curriculum Manager, Associate Dean of AP and the Dean based on departmental academic staffing and other considerations.
- If approved, the School AP office will send the documents to the Campus AP Office for the Executive Vice Chancellor and Provost’s review and approval.
- If denied, the Associate Dean of AP will notify the faculty member.

The Campus AP Office will review the documents and submit to the Executive Vice Chancellor and Provost for final review and approval.
- The Campus AP Office will email the faculty member of the outcome with a copy to the faculty member, School Dean, Associate Dean of AP, AP Office, and Campus AP Payroll.
- School AP Office notifies Faculty member’s assigned SoE Research Administrator
- An electronic copy is placed in the faculty’s personnel file.

UC requires that within 90 days of returning from leave, the faculty member must submit to the School AP Office, a concise report of the results of the leave including an account of progress made and plans for the completion of research and publication of the results.
- Submit the following documents to: apcsoe@ucmerced.edu
  > Your Sabbatical Report - Required elements of the report may be found in APM 740-97
  > Sabbatical submission cover sheet
- A copy of the report will be sent to the Dean, and the Campus AP Office for the Executive Vice Chancellor and Provost’s review.

Please note: The report is required and will be included in the faculty member’s next academic personnel review. The personnel action will not be processed unless the report is included.

RESOURCES

✓ How are Sabbatical credits earned?
- Sabbatical leave credit accrual table
- Please note: the maximum number of credits which may be accrued is equal to the number of credits required for a maximum sabbatical leave plus one year of credit. At UCM that equates to 20 credits maximum. You will not continue to accrue credits after reaching this maximum.

✓ Where can I get my balance?
- Contact the School AP staff at: soe-apstaff@ucmerced.edu
- The School AP Office will notify faculty of their eligibility by September 1st each calendar year.

✓ Where can I find the UC Sabbatical Leave Policy?
- UC Policy - APM 740
- UC Merced Campus (local policy)

If you have any questions about the process, timeline, or any Academic Personnel matter, please contact the Associate Dean of Academic Personnel, Paul Maglio at: apcsoe@ucmerced.edu

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