

MEMORANDUM (also via email)

DATE: October 22, 2013

TO: Faculty and Staff
Academic Affairs

FROM: Michael Caldwell
Associate Vice President, Faculty Affairs

SUBJECT: Changes to APM 361-Policy of Faculty Leaves of Absence
Addition of New Policy, APM 360-Policy of Sabbatical and Difference-in-pay (DIP) Leaves

APM 360 and 360 were sent to the President for approval by the Academic Senate in September 2013. President Castro has approved the policies.

The following is a summary of the substantive changes have been made to APM 361:

- Clarifying language regarding Professional Leaves of Absence without Pay and Personal Leaves of Absence without Pay
- Removal of policy statements on Sabbatical and Difference-in-pay (DIP) Leaves (NEW APM 360 created for this purpose)

The following is a summary of the information that can be found in NEW APM 360:

- Policy statements on Sabbatical and Difference-in-pay (DIP) Leaves
- General Provisions for each type of leave
- Eligibility statements for each type of leave
- Criteria for each type of leave
- Procedures for each type of leave
- Information on the allocation of sabbatical leaves
- Procedures for engaging the University Research Committee in reviewing all meritorious applications not awarded a sabbatical if the University does not reach the 12% threshold described in Article 27.8 of the Collective Bargaining Agreement.
- Information regarding post-leave reports.