

**College of Engineering**  
**SABBATICAL LEAVE PLAN**

(Attachment to UPAY 573)

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

The Sabbatical Leave Form requires a specific and concrete statement of the program you propose to follow while on leave. Within 90 days following return from leave, a concise report must be submitted to the Dean's Office. Filing a report is a precondition for approval for subsequent Sabbatical Leaves and is required to be on file in the Dean's Office at time of advancement.

Listed below are outlined sections to be completed by you in accordance with APM 740-94. This form is to be appended to the Sabbatical Leave Form (UPAY 573 form).

- A. A brief history of the project, from inception through progress to date, and a projection as to completion date. This history will include a description of your preparation and any significant contributions already made in the field of activity with which the project is concerned. (APM 740-94a)

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**For Dean's Office Use Only:**

Accumulated: \_\_\_\_\_ Needed: \_\_\_\_\_ Deferral: \_\_\_\_\_ Sabb Lv Plan \_\_\_\_\_

Appt. Ltr: \_\_\_\_\_

- B. Significance of the project as a contribution to knowledge, to art, to a particular profession; or as an expected contribution to your increased effectiveness as a teacher and scholar. (APM 740-94b)
  
- C. Name(s) of the location(s) or institution(s) where the project will be carried on, and the names of authorities, if any, with whom it will be conducted. (APM 740-94c)
  
- D. Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies. (APM 740-94d)
  
- E. Description of all financial support expected during the sabbatical leave for professional activities, except as provided in APM - 025 and APM - 670. Description of any fellowship, grant and/or government-sponsored exchange lectureship. Description of any proposed arrangement under which the appointee would receive additional salary for research in accordance with APM - 740-18-c, any associated intellectual property-related issues, and actions proposed to assure that all obligations under the University intellectual property policies are preserved.

- F. Description of University service which will be provided if the applicant proposes to substitute significant University service for some or all of the teaching/instructional requirements of a sabbatical leave in residence (See APM – 740-8-b.)
- G. If the sabbatical leave request is for less than three quarters, and/or if the leave request encompasses two academic years, list the number of course(s) to be taught during the academic year(s) on leave. If course relief applies please indicate the amount and purpose of the course relief. (Please refer to Attachment A: BCOE Faculty Instructional Workload, Course Buyout, and Salary Savings Policy).
- H. While on leave, do you wish to participate in all votes on academic senate actions that require a confidential ballot process (electronic ballot accepted)?

\_\_\_\_\_ Yes\*

\_\_\_\_\_ No

\*If yes, please provide forwarding address/phone/email while on Leave:

## **BCOE Faculty Instructional Workload, Course Buyout, and Salary Savings Policy**

### **Instructional Workload:**

A normal classroom teaching load in the College consists of four (4) courses per academic year; those not active in research will have a much higher course load. Deviations from the normal classroom load are reviewed by the College Dean's Office and require approval from the Dean of Engineering. Course relief for administrative responsibilities, graduate student supervision, and new faculty hires varies by department but may include the following:

- New hired faculty members may be given one quarter teaching relief the first year and/or up to tenure. New faculty may also delay teaching their graduate specialty course until a significant body of graduate students is established in their research specialty.
- Faculty with administrative responsibilities may be provided between one and two course relief as Department Chair and one course relief as Graduate Advisor. Center Directors, faculty members with split appointments, and faculty members with special administrative duties other than above may have a different agreement.
- Associate Deans are provided course relief consistent with the percent of their faculty appointment.
- At the discretion of the department chair, a faculty member may be given one course relief during the year if he/she has a total of 6 or more graduate students registered in the faculty member's supervised research courses (297 or 299) or graduate students funded as GSR's during the same fiscal year from the faculty member's contracts/grants. An additional course relief may be given for supervising exceptional number of graduate students (12 students or more) upon recommendation of the chair and approval by the Dean. Course relief generated by graduate student supervision can only be carried over one fiscal year.

Course relief during sabbatical leave is provided as follows:

In addition to releasing a faculty member from all other duties, a one-quarter sabbatical releases a faculty member from 1 course; a two-quarter sabbatical releases a faculty member from 3 courses; a three-quarter sabbatical releases a faculty member from 4 courses if the entire leave is taken during the same academic year. Quarters of leave for the purpose of calculating course relief, cannot be combined when leaves are split between two academic years.

An In-Residence Sabbatical Leave requires one regularly scheduled four-unit course be taught during each quarter of leave. Such courses do not include seminars, graduate student training courses, etc. Course relief provided for supervision of graduate students, administrative services, and/or course buyout cannot be counted toward an In-Residence Sabbatical Leave.

Course Relief provided for supervision of graduate students does not qualify as a course taught during the academic year when a faculty member is taking a one, two, or three-quarter sabbatical leave.

### **Course Buyout:**

A faculty member may request from the Dean, via the Department/Program Chair, to buyout from teaching. The current teaching load for a research active faculty member is four courses per academic year; those not active in research will have a much higher teaching load. During the buyout period the faculty is expected to be on campus and participate in his/her service and research.

Buyout cost:

A faculty member can use external funding sources to buyout his/her academic year (AY) teaching load according to the following percentages:

One course: 10% of faculty member's AY salaries and benefits

Two courses: 25% of faculty member's AY salaries and benefits

Since teaching is an important part of a faculty member's academic responsibilities, formal class room teaching below two courses per AY will need to be justified and will need to be approved by the Dean. If approved, the Dean will determine the course buyout percentage due for these cases with input from the department Chair.

Funds generated by course buyouts will be distributed according to the following percentages:

50% to faculty member's department

50% to BCOE Dean's Office

These allocations are net of any additional course instruction (lecturer) costs resulting from the course buyout.

Buyouts will be an exception and will have to be supported by extramural funds. Initial complement funds may not be used. Reducing the teaching load below two courses per AY will be very rare.

### **Salary Savings:**

In conformance with applicable UC and sponsor policies, a BCOE faculty member may wish to continue normal assigned teaching and service duties, but have a portion of his/her academic salary paid by extramural funding to reflect effort spent on the extramurally funded project. In such cases, BCOE will allocate 33% of the AY salary savings towards the faculty's contingency funds ("internal allocation account"). Funds in these "internal allocation accounts" can be used for any legitimate purpose that is consistent with UCR policies and procedures. These purposes include faculty summer salary, grad student support, travel, equipment and supplies, and seed projects. The contingency funds will continue as long as the faculty member has an appointment in BCOE. An additional 33% allocation of the salary savings will be given to the faculty member's BCOE department. Allocations will be given to the faculty member and department at the time that his/her AY salary is transferred to extramural funding sources. Departmental allocations can be used for any appropriate purpose without the consent or approval of the faculty member who generated the allocation. Departmental allocations are added to the department's operating budget and do not have end dates.

Initial Complement funds and faculty course buyouts cannot be used for any salary savings allocations.