

CHA 0032

January 7, 1994

Approval of Sabbatical Leaves

Dean Carl Cranor

Dean Susan Hackwood

Dean Irving G. Hendrick

Dean Walter A. Henry

Dean Dallas Rabenstein

RE: Delegation of Authority for Approval of Sabbatical Leaves

In accordance with APM 740-24b., I am delegating to the deans the authority to approve all sabbatical leaves. All of APM Section 740 is applicable, and any approval for sabbatical leave must be carefully administered to meet these guidelines. In accordance with APM 740-97 the sabbatical leave recipient is to submit a report of the results of the leave. In your call for leave requests, I recommend that the report be sent to your office with a copy to the Academic Personnel Office. Effective with the 1993-94 merit and promotion reviews, the report shall become a part of the supporting materials submitted with any proposal for merit or advancement.

Irwin W. Sherman

Executive Vice Chancellor