

Appendix C

SVCAA Policy on Faculty Leaves of Absence Without Pay

Leaves without pay must be approved by the cognizant department chair, dean, and the Senior Vice Chancellor of Academic Affairs. Exceptions to the guidelines on leaves without pay must be justified by the department, via memos from the department chairs, and approved at the SVCAA level. Leave requests without pay of one year or more of the following type are covered by these guidelines:

1. Leave for government/public service with the intention to return to service at UCSD:

Leaves of this type will be granted for a duration of up to two years and are normally without pay, but can be compensated if requested with pay as an exception to policy. They bring recognition to the faculty member and to the University. Examples of such service include temporary public service appointments and government service appointments which can be either State or Federal. If leaves of this nature are awarded with pay and the service appointment awards salary compensation during this leave, an appointee's salary must be reduced by any compensation received from the other source.

2. Leave to assume a full-time faculty position at another University:

When a faculty member accepts a permanent faculty position at another University, it is expected that the faculty member will resign from UCSD. The SVCAA is willing to approve a one year leave of absence for faculty who accept a visiting appointment with accompanying paperwork that shows both a clear, terminal end date for the assignment and a title of a temporary nature at another University.

3. Leave to assume a position in industry:

If a faculty member accepts a temporary position in industry, the SVCAA may approve a one year leave of absence. Prior approval must be requested per the Conflict of Commitment policy. In accepting a temporary position, it is assumed that the faculty member intends to return to UCSD. If, however, the faculty member accepts a permanent position, an immediate resignation is expected, as in item #2.

4. Leaves without pay between periods of sabbatical leave:

Except in unusual circumstances, sabbatical leaves should be immediately followed by active service per the APM 740. When such circumstances apply, policy indicates one quarter of leave without pay can be request between periods of sabbatical with SVCAA approval. Also, no more than one leave without pay of one year's length or more will be granted in any six year period.