

**GSM Policy on Annual Teaching Workload and Sabbatical Release**  
*Revised November 2019*

***Annual teaching workload***

The standard annual teaching load for a GSM Senate faculty member is 12 units per academic year. The course release for sabbatical leave that is presented in this document applies to faculty members with standard annual teaching loads.

***This section sets forth GSM policy on course relief during regular sabbatical leaves.***

- 1 University policy on regular sabbatical leave.

This School policy is guided by [APM 740](#).

- 2 Application of course reduction from regular sabbatical leave

For each quarter of regular sabbatical leave, the faculty member is released from all regular duties to enable full effort to research and/or study. To calculate the course release for one quarter of regular sabbatical leave, divide the annual number of units (12) by the number of quarters (3) per academic year. The release is 4 units per quarter, so the release is 4 units for a one quarter sabbatical, 8 units for a two quarter sabbatical, and 12 units for a three quarter sabbatical. As part of the approval process, the Dean will indicate how the course release may be used. The units released from the sabbatical calculation in a given academic year may differ from the units that the faculty is able to take off. With the Dean's approval, a faculty member will be permitted to carry forward and/or borrow teaching credits across years from the school until breaking even.

- 3 Replacement lecturers and funding

With the help of the faculty member requesting sabbatical and if deemed necessary by the Dean, the GSM will recruit replacement instructors for the teaching vacancies created by the course releases. Failure to secure an appropriate teaching substitute, or insufficient funding for replacement teaching, is grounds for the Dean to deny the sabbatical request.

- 4 Overload teaching

Faculty members may not count courses relieved by sabbatical credits toward payment for overload teaching.

- 5 Salary during regular sabbatical.

Faculty salary during a regular sabbatical is at 100% salary.

***This section sets forth GSM policy on course relief during in residence sabbatical leaves.***

1 University policy on in residence sabbatical leave

This School policy is guided by [APM 740](#), which states that sabbatical leaves “in residence” at the University may be granted to a faculty member who is eligible for a regular sabbatical and who, in addition to a program of research and/or study, will teach at the home campus or another UC campus. The faculty member shall teach one class which meets regularly at least three hours each week during each term of the sabbatical period. A faculty member on sabbatical leave in residence who meets this teaching requirement shall be freed from all other teaching obligations and from all committee and administrative work.

2 Application of course reduction from in residence sabbaticals

An in residence sabbatical leave requires the faculty member to “teach a class which meets regularly at least three hours each week during each term of the sabbatical period.” Therefore, a GSM faculty member must take an “in residence” sabbatical during a quarter in which at least a 3-unit course can be scheduled. As the faculty member is using fewer sabbatical credits as compared to a regular sabbatical, the faculty member receives only a 1-unit course reduction per quarter for an in residence sabbatical leave, as opposed to the 4-unit release for a one quarter for a regular sabbatical leave. As part of the approval process, the Dean will indicate if, and if so which 3-unit course can be scheduled during each in residence sabbatical leave quarter. The units released from the sabbatical calculation in a given academic year may differ from the units that the faculty is able to take off. With the Dean’s approval, a faculty member will be permitted to carry forward and/or borrow teaching credits across years from the school until breaking even.

3 Replacement lecturers and funding

With the help of the faculty member requesting sabbatical and if deemed necessary by the Dean, the GSM will recruit replacement instructors for the teaching vacancies created by the course releases. Failure to secure an appropriate teaching substitute, or insufficient funding for replacement teaching, is grounds for the Dean to deny the sabbatical request.

4 Overload teaching

Faculty members may not count courses relieved by sabbatical credits toward payment for overload teaching.

5 Salary during in residence sabbaticals

Faculty salary during an in residence sabbatical is at 100% salary.

***This section sets forth GSM policy on salary and course relief during reduced salary sabbatical leaves.***

1 University policy on reduced salary sabbatical leave

This School policy is guided by [APM 740](#).

2 Application of course reduction from reduced salary sabbatical leave

For each quarter of reduced salary sabbatical leave at a salary percentage equal or less than 89%, the faculty member is released from all regular duties to enable full effort to research and/or study. As in the regular sabbatical leave, the release is 4 units per quarter, so the release is 4 units for a one quarter sabbatical, 8 units for a two quarter sabbatical, and 12 units for a three quarter sabbatical. As part of the approval process, the Dean will indicate how the course release may be used. The units released from the sabbatical calculation in a given academic year may differ from the units that the faculty is able to take off. With the Dean's approval, a faculty member will be permitted to carry forward and/or borrow teaching credits across years from the school until breaking even. See Chart I from [APM 740](#) for reduced salary percentages and corresponding sabbatical credit usage.

3 Replacement lecturers and funding

With the help of the faculty member requesting sabbatical and if deemed necessary by the Dean, the GSM will recruit replacement instructors for the teaching vacancies created by the course releases. Failure to secure an appropriate teaching substitute, or insufficient funding for replacement teaching, is grounds for the Dean to deny the sabbatical request.

The GSM retains the portion of the salary that is not paid out to the faculty member on a reduced salary sabbatical. The Budget and Institutional Analysis (BIA) office assumes that the GSM will use the funds for replacement teaching and/or budgetary savings.

4 Overload teaching

Faculty members may not count courses relieved by sabbatical credits toward payment for overload teaching.

5 Salary during reduced salary sabbaticals

Reduced salary sabbatical leave provides salary at varying percentages of regular salary, depending on the amount of sabbatical credits used and the salary percentage selected by the faculty member, as shown in [APM 740 Chart I](#).