

From: Arts Dean <artsdean@ucsc.edu>

Subject: Absences from Campus

Date: May 20, 2015 at 9:00:52 AM PDT

This message is being sent to all Arts Division faculty.

Dear Colleagues,

Because two chairs have requested that the Division send faculty a refresher on University policy regarding faculty absences during the fall, winter, and spring quarters, I write with a general reminder.

All faculty in residence who wish to spend time away from campus must request permission in advance from their chairs for absences of seven days or less. For longer absences, permission must be requested from the Dean. (Refer to [CAPM 900.700](#) for more detailed information.) Faculty should not expend any funds on their intended trips prior to requesting and securing permission to be away.

Please also bear in mind that Dean Yager initiated a new policy two years ago requiring that absences (of any length of time), which would result in a faculty member missing either the fall retreat or the first class of the quarter, be approved in advance by the Dean. Chairs do not have the authority to grant permission for such absences.

Sincerely,

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