



Sabbatical Leave Request Guidelines

Requests for Spring semester and following calendar year are **DUE early September***

Requests for Fall Semester and Fall/Spring academic year are **DUE early December***

**For precise deadlines, refer to the current Schedule of Deadlines for A&S Chairs and Directors*

Process

- The candidate submits a signed [Request for Sabbatical Leave Form](#) with all required sections to the Department Chair.
- The Chair writes a recommendation letter to the dean to include the department's plan for teaching, research and service coverage.
- The complete request packet, including chair's letter, is sent as a single PDF attachment to [Karen Gardner](#) in the College office by the required deadline.
- The College Sabbatical Committee reviews the request and makes a recommendation to the Dean.
- The Dean submits a recommendation to the Provost.
- The Provost sends a letter to the candidate.

Eligibility

Sabbatical leave is available under the following **four salary options** to any faculty member with tenure or to any faculty member in the last year of the probationary period for whom a favorable decision has been reached with regard to tenure:

- After any period of at least six semesters of full time service at the University of New Mexico:
 1. One semester at 2/3 salary for that semester
- After any period of at least twelve semesters of full-time service (or equivalent part-time service) at the University of New Mexico without a sabbatical:
 2. One semester at no reduction in annual salary.
 3. One full academic year (AY) at 2/3 salary.
 4. Semester II of one AY and Semester I of the following AY, at 2/3 salary for each semester.

A Sabbatical Request Packet consists of the following sections:

Section I. Sabbatical Leave Form

- ✓ Signed and dated by the candidate and department chair

Section II. Department Chair's Memo

- ✓ Includes department plan for covering faculty member's teaching responsibilities, research work, and committee duties during the leave period.

Section III. Explanation of Financial Reimbursement

- ✓ If requesting additional compensation

Section IV. Sabbatical Leave Plan

- ✓ A description of the research/creative project being pursued while on sabbatical, to include:
 - a) the connection and importance of this project to faculty's ongoing research or creative work;
 - b) the impact this project will have on faculty's teaching—specifically if the project will affect particular courses (new material, new methodology, or new course);
 - c) the intended outcome of faculty's proposal including presentation or publication.

Section V. Scholarly Outcomes and Achievements

- ✓ Faculty member to provide details on how the expected outcomes and achievements of the leave will translate into professional growth and scholarly activity. Outline plans for publishing the accomplishments of the leave in peer reviewed journals and plans for presentations at national and/or international professional meetings.

Section VI. Previous Five-Year Workload Report

- ✓ In addition to providing a summary of the previous five-year workload, candidate to state how the leave plan relates to the teaching/research/clinical duties in the five years preceding the request.

Section VII. Letter of Invitation/Confirmation

- ✓ If applicable, from the person or institution with whom the faculty member will be working.

Section VIII. Current Curriculum Vitae

Section IX. A copy of the leave report from last sabbatical

- ✓ Required if previous sabbatical has been taken

Post-Sabbatical Leave Requirements:

The candidate is required, at the completion of the sabbatical, to:

1. Return to the University for a period of service at least as long as the duration of the leave;
2. Submit a full report of the research, creative work, publications, or other results of the period of leave within the first semester after return.
 - Address this Sabbatical Leave Report to the Associate Provost for Faculty Development, but email first to [Karen Gardner](#) in the College office.