



Guidelines for [C250: Academic Leave for Principal Lecturers](#)

Principal Lecturer Eligibility

- Must hold the title of Principal Lecturer
- Must not have taken any academic leaves during the last 6 years

Documents Required

- Request for Academic Leave Form
- Current Curriculum Vitae
- A written academic program proposal which contains and/or addresses the following elements:
 - evidence of recent sound teaching
 - other activities that materially support UNM's academic mission
 - major purpose for leave including a description of the significant research, creative work, or other program of study of equivalent value that will be undertaken
 - statement on how this leave will encourage professional growth and increase competence
 - statement on his/her ability to reasonably accomplish the major purpose of the leave within the requested semester
 - statement that leave will not involve graduate work or work on advanced degrees

Principal Lecturer deadlines

- Fall Semester (Semester I) leave
 - Lecturer should prepare documents for review by Department by **November 1**
- Spring Semester (Semester II) leave
 - Lecturer should prepare documents for review by Department by **August 15**

Department Level Review

Departmental Committee

A departmental committee should be created to review the academic program proposal and determine its validity and value both to the department and to the principal lecturer. The committee will make a recommendation to the Department Chair.

- Departmental Committee dates:
 - Fall Semester (Semester I) leave
 - Committee should review and prepare recommendation to chair no later than December 1
 - Spring Semester (Semester II) leave
 - Committee should review and prepare recommendation to chair no later than September 1

Department Chair

The Chair shall review the recommendation of the Departmental committee

Required Documents:

- Recommendation to the Dean
 - Create a planning statement on how teaching obligations will be achieved while the principal lecturer is on leave.
- Department Chair Deadlines:
 - Fall Semester (Semester I) leave
 - Chair must have all required documents and recommendations to Dean no later than January 15
 - Spring Semester (Semester II) leave
 - Chair must have all required documents and recommendations to the Dean no later than September 15

College Level Review

College-wide Faculty Committee

Each college should create a College Level Committee to review the academic leave request. The college committee is responsible for advising the Dean on the merits of the principal lecture and that leave's effect on the college's operation.

Dean

Each Dean will, at the advice of the College Level Committee, make a recommendation to the Provost.

- Required Documents
 - College-wide faculty committees evaluation
 - Dean's recommendation to the Provost
- College Level Deadlines
 - Fall Semester (Semester I) leave
 - Dean shall submit required documents to the Provost no later than February 1
 - Spring Semester (Semester II) leave
 - Dean shall submit required documents to the Provost no later than October 1

Provost

The Provost and the Associate Provost for Academic Personnel shall review all documents insuring policy and procedures were followed appropriately. The Provost will also verify the applicant's eligibility for the leave.

- Required Documents
 - Evaluation and recommendation of proposed leave from a University-wide point of view
- Provost Level Deadlines
 - Fall Semester (Semester I) leave

- The Provost shall submit all documents to the President no later than March 1
- Spring Semester (Semester II) leave
 - The Provost shall submit all documents to the President no later than November 1

President

The President of the University will review all materials and will make the final decision.

FacultyContracts

The Faculty Contracts and Services Office (FSCO) is responsible for issuing a current faculty contract noting the leave and updating the Banner records and the official faculty file.

- Required Documents:
 - Updated Faculty Contract
 - Approval Letter to Principal Lecturer
 - Copies to the Department Chair, Dean and Provost's Office