



Sabbatical Leave Request Guidelines

DUE early September* - Requests for Spring Semester and following calendar year

DUE early December* - Requests for Fall Semester and Fall/Spring Academic Year

**For exact due dates, refer to the current deadline schedule posted on the “Leave Information” section of the A&S web page.*

Process

- The candidate submits a signed Request for Sabbatical Leave Form and all required sections to the Department Chair.
- The Chair makes a recommendation and submits the request packet electronically, as a single PDF, to the Dean’s 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 probation period for whom a favorable decision has been reached with regard to tenure:

- After any period of at least three years 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 six years 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 at 2/3 salary.
 4. Semester II of one year and Semester I of the following year, at 2/3 salary for each semester.

A Sabbatical Packet consists of the following sections:

Section I. Sabbatical Leave Form

Signed and dated by the candidate and department chair

Section II. Explanation of Financial Reimbursement

If requesting additional compensation

Section III. Sabbatical Leave Plan

A description of the research/creative project being pursued while on sabbatical. Include

- 1) the connection and importance of this project to your ongoing research or creative work;
- 2) the impact this project will have on your teaching—specifically if the project will affect particular courses (new material, new methodology, or new course);
- 3) the intended outcome of your proposal including presentation or publication.

Section IV. Department Chair's Memo

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

Section V. Scholarly Outcomes and Achievements

A detailed description of the expected outcomes and achievements of this sabbatical leave. Candidate to indicate how the 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

Written by the faculty member, stating how the plan relates to their teaching/research/clinical duties in the five years preceding the request.

Section VII. Letter of Invitation/Confirmation

If applicable, a letter of invitation/confirmation from the person or institution with whom the faculty member will be working.

Section VIII. Current Curriculum Vitae

All sections should be scanned into a single PDF and emailed as an attachment to [Karen Gardner](#), who will provide a confirmation of receipt.

Per the Faculty Handbook, upon return to the University every faculty member granted a sabbatical leave shall submit "promptly" a full report of the research, creative work, publications, or other results of the period of leave. This report should be emailed as a PDF to the Senior Vice Provost and the Senior Associate Dean of Arts & Sciences.