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 precise deadlines, refer to the current Schedule of College Deadlines for Chairs & Directors.

Process

- The candidate submits a signed Request for Sabbatical Leave Form and all required sections to the Department Chair.
- The Chair writes a recommendation memo to the Dean to include explanation of plans to cover courses and number of department faculty expected to be on leave at the same time.
- The complete request packet, including chair’s memo, is sent as a single PDF attachment to Karen Roberts 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 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 Request 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. Also includes expected number of
   faculty members expected to be on leave during the affected semester(s).

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

Section IX. Copy of the previous sabbatical leave report, if applicable

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, and
2) Submit promptly a **full report** of the research, creative work, publications, or other results of the period of leave.
   
   - Send the Sabbatical Leave Report to the **Office of Faculty Affairs and Services** (OFAS), with a copy to the Department Chair and to **Karen Roberts** in the College office, **no later than the end of the first semester after return from leave** (per **Faculty Handbook C200-14**).