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 – REVISED April 2022**

- The candidate submits a signed [Request for Sabbatical Leave Form](#) and all required sections for review by the departmental review committee. The committee submits its recommendation to the Department Chair.

- Upon review, 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.

- Per CBA Article 11.E.1: At each stage of the review, the responsible party from the Administration should indicate endorsement or non-endorsement and forward the application to the next level of review. In the case of a non-endorsement, a justification must be included. The University President has the final approval authority for sabbatical leave applications.

**Eligibility**

All tenured Unit 1 members, with the exception of research faculty (see Unit 1 CBA, Article 11.M), are eligible for:

1. One semester of sabbatical leave with full salary every six years of full-time service to the University of New Mexico.

2. Two consecutive semesters of sabbatical leave at 67% of their salary every six years of full-time service to the University of New Mexico.

3. One semester of sabbatical leave at 67% of their salary every three years of full-time service to the University of New Mexico.
A Sabbatical Request Packet consists of the following sections:

Section I. Sabbatical Leave Form, signed and dated by the candidate and unit chair/director
Section II. Explanation of Financial Reimbursement (if requesting additional compensation)
Section III. A detailed statement of planned activities for the sabbatical leave, to 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. A statement from the unit chair/director to include:
   1) The department committee’s recommendation;
   2) the unit’s plan for covering faculty member's teaching responsibilities, research work, and committee duties during the leave period;
   3) the expected number of faculty members expected to be on leave during the affected semester(s).
Section V. Memo documenting Department Review Committee's recommendation
Section VI. A description of current teaching, scholarship, and service activities.
Section VII. Previous Five-Year Workload report (optional)
Section VIII. Letter of Invitation/Confirmation (if applicable)
Section IX. Current Curriculum Vitae
Section X. Copy of last 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) Soon after return, submit a sabbatical leave a report detailing the outcomes of the sabbatical leave to their unit chair/director and the Dean.
   ▶ College of A&S faculty to submit this to Karen Roberts in the Dean’s Office no later than the end of the first semester after return. The report will be forwarded to Academic Affairs.