

Changing an approved Sabbatical Request

An approved sabbatical leave may be amended either to delay (that's most typical) or to request a longer or shorter leave. For any of these amendments, follow these steps:

1. The faculty member sends to the Chair:
 - a. a brief statement explaining the request for the change
 - b. a copy of the approved request form with the word "REVISED" printed in red ink in the upper right-hand corner. Also in red, the faculty member enters the new dates requested above the originals, initials next to the changes.
2. Chair initials and dates next to the originals and sends the revised form together with the statement to both Phil Ganderton and Karen Roberts.
3. Phil adds his initials/date, Karen sends everything to the Provost's Office, which makes the rest of the adjustments on their end.

NOTE: the Provost may not issue a new letter once these changes are made.

If the request for Sabbatical leave is cancelled for the indefinite future, then the form should be sent back with "REQUEST CANCELLED" written in red ink diagonally across the form, along with a brief statement from the faculty member explaining the reason for cancellation.

Questions? Contact Karen Roberts at kgard11@unm.edu