



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 October 2024

- The candidate submits a signed **Request for Sabbatical Leave Form** (downloadable from the [A&S Faculty Leaves page](#)) 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. Signatures on the form itself should be added using the “fill and sign” feature, not with a digital signature.
- 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 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.