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** (download current A&S form here) 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 are required to submit this report 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.