



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 Sept. 3, 2021

- 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

Sabbatical leave is available under the following **four salary options** to any faculty member with tenure:

- For every three years of full time service at the University of New Mexico:
 1. One semester at 2/3 salary for that semester
- For every 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. Two consecutive semesters at 2/3 salary.

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.

Section III. A detailed statement of planned activities for the sabbatical leave. This may 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 describing the unit 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. A description of current teaching, scholarship, and service activities.

Section VI. Any other relevant information deemed necessary by the bargaining unit member.

Section VII.

Section VIII. Current Curriculum Vitae

Section IX.

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 soon after return from sabbatical leave a report detailing the outcomes of the sabbatical leave to their unit chair/director and the Dean (Please submit this to Karen Roberts in the Dean's Office). This submission can be done electronically. The Dean will forward this report to Academic Affairs.