

THE UNIVERSITY OF NEW MEXICO REQUEST FOR SABBATICAL LEAVE

Date: _____

TO: The President of the University of New Mexico
(Forwarded through administrators shown below)

FROM: _____ Banner ID: _____
(Name)

(Title & Department)

Sabbatical Leave is requested for _____
with (check one) full pay Academic Year/Fiscal Year Semester(s) I & II Actual Dates
 $\frac{2}{3}$ pay

$\frac{2}{3}$ pay plus additional compensation ... I plan to receive additional compensation beyond the University salary with which I am compensated under sabbatical policy. This additional compensation will not exceed the other $\frac{1}{3}$ of my salary; and my sabbatical plan, attached, stated the source of funding and indicates how the compensated activity is consistent with the sabbatical program. I understand that compensation via a grant or contract requires agency as well as UNM approval.

Attached are the following:

- Section I) Sabbatical Leave Form
- Section II) Sabbatical Leave Plan (detailed plan of work to be undertaken during leave)
- Section III) Department Chair's Memo (department plan for covering affected courses during leave)
- Section IV) Scholarly Outcomes & Achievements
- Section V) Previous Five Year Workload Report (report for five years preceding the period of request)
- Section VI) Letter of Invitation/Confirmation (If applicable)
- Section VII) Current Curriculum Vitae

(Signature)

RECOMMENDATIONS:

_____ Department Chairperson	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Dean	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Associate Provost for Academic Affairs (Not applicable for Health Sciences Center Units)	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Provost or VP for Health Science Center	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

PRESIDENT'S ACTION:

Date Approved Denied

Reference and Instructions:

- Policies and procedures are to be found on pages C-3 to C-5 of the *Faculty Handbook*.
- If faculty member is planning to retire within 5 years of sabbatical leave, a reduction in UNM salary may affect retirement benefit. Contact UNM Benefits Office for information.
- Please forward original of this form and one set of attachments through appropriate administrators, copies of this form will be distributed to applicant and administrators after the President's action.