

THE UNIVERSITY OF NEW MEXICO
REQUEST FOR ACADEMIC LEAVE FOR PRINCIPAL LECTURERS

Date: _____

Name: _____ Banner ID: _____

Department: _____

Effective date of promotion to Principal Lecturer: _____

Academic Leave is requested for _____ Semester (Fall or Spring) of Academic Year _____

with full pay, which is currently _____ per _____ months

Last Academic Leave was taken: during the period _____ no prior leaves

Included in this request:

- Section I Academic Program Proposal
- Section II Departmental Evaluation
- Section III Chair Recommendation & Planning Statement
- Section IV College Committee Recommendation
- Section V Provost Evaluation

I, _____, do hereby agree upon return to my teaching position at the University of New Mexico to submit a full report of my leave.

RECOMMENDATIONS:

Department Chair	Date	Approved Denied
Dean	Date	Approved Denied
Associate Provost for Academic Affairs	Date	Approved Denied
Provost	Date	Approved Denied
President	Date	Approved Denied

Reference and Instruction:
Policies and procedures can be found in the Faculty Handbook, section C250, Academic Leave for Principal Lecturers.
Academic Leave is counted toward retirement. While a person is on academic leave, UNM will continue to pay its share toward retirement, group insurance, a social security benefits. Contact UNM Benefits Office for information.
Please forward original of this form through appropriate administrators.