

THE UNIVERSITY OF NEW MEXICO REQUEST FOR SABBATICAL LEAVE

Date _____

(Name - Last Name, First Name)

Banner ID

Title

Department

Date of Hire

Date of Tenure

Last Sabbatical Leave was taken (Dates)

No Prior Sabbatical Leave taken

Sabbatical Leave is requested for:

Academic/Fiscal Year

Semester

Actual Leave Dates

With (check one)

Full Pay

2/3 Pay

2/3 Pay with additional compensation*

* I expect to receive additional earnings beside the UNM faculty salary which I am paid under sabbatical policy. This additional compensation will not exceed the other 1/3 of my salary. My sabbatical plan, attached, states the sources of funding and indicates how the compensated activity is consistent with the sabbatical program.

Source of additional funds

Expected additional amount

I affirm the above statements are true to the best of my knowledge. I understand that compensation from a grant or contract requires written agency approval on file as well as UNM approval. Finally, if my compensation plans change I agree to file an amended statement with the Office of the Provost and provide copies to my Dean and Department Chair.

Per the Faculty Handbook Policy C200, section 3, I will at the completion of my sabbatical return to the University for a period of service at least as long as the duration of the leave.

Faculty Signature

Date

- Section I
- Section II
- Section III
- Section IV
- Section V
- Section VI
- Section VII
- Section VIII

- Sabbatical Leave Form
- Explanation of Financial Reimbursement if requesting additional compensation
- Sabbatical Leave Plan (Detailed plan of work to be undertaken during leave)
- Department Chair's Memo (Department plan for covering affected courses during leave)
- Scholarly Outcomes and Achievements
- Previous Five Year Workload Report (Report for five years preceding period of request)
- Letter of invitation/Confirmation (if applicable)
- Current Curriculum Vitae

Approved
 Denied

Department Chair

Date

Approved
 Denied

Dean

Date

Approved
 Denied

Senior Vice Provost for Academic Affairs

Date

Approved
 Denied

Provost

Date

Approved
 Denied

President

Date

Reference and Instructions: Policies and procedures are to be found on pages C200 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 benefits.
Contact UNM Benefits Office for information.