

The University of New Mexico  
**REQUEST FOR SABBATICAL LEAVE**  
for College of Arts & Sciences faculty

Date

(Name - Last Name, First Name)

Banner ID

Title

Department

Date of Hire

Date of Tenure

Dates Last Sabbatical Leave was taken

No Prior Sabbatical Leave taken

**Sabbatical Leave is  
requested for:**

Academic 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 return to the University at the completion of my sabbatical for a period of service at least as long as the duration of the leave. I also agree to submit to the dean a full report of my research, creative work, publications, or other results of the period of leave within the first semester of my return.

Faculty Signature

Date

- |              |   |
|--------------|---|
| Section I    | Sabbatical Leave Form   |
| Section II   | Department Chair's Memo (to include department plan for covering affected courses during leave) |
| Section III  | Explanation of Financial Reimbursement (if requesting additional compensation)                  |
| Section IV   | Sabbatical Leave Plan (details of work to be undertaken during leave)                           |
| Section V    | Scholarly Outcomes and Achievements   |
| Section VI   | Previous Five Year Workload Report  |
| Section VII  | Letter of invitation/Confirmation (if applicable)   |
| Section VIII | Current Curriculum Vitae  |
| Section IX   | Copy of Last Sabbatical Leave Report (if applicable)  |

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 Sabbatical Leave policies and procedures in **Faculty Handbook C200**. If faculty member is planning to retire within 5 years of sabbatical leave, a reduction in salary may affect retirement benefits. Contact UNM Benefits office for more information.