


MEMORANDUM

TO: James Holloway, Ph.D., Provost/Executive Vice President for Academic Affairs
Michael E. Richards, M.D., MPA, Interim Executive Vice President for Health Sciences and CEO, UNM Health System

FROM: Garnett S. Stokes, Ph.D., President 

CC: Barbara Rodriguez, Ph.D., Senior Vice Provost for Academic Affairs
Akshay Sood, M.D., MPH, Int. Director of Faculty Academic Affairs

DATE: November 8, 2024

RE: Delegation of Approval Authority for Faculty Extended Sick Leave under UNM Faculty Handbook Policy C-210

UNM Faculty Handbook Policy C-210 provides a process for administering and approval of faculty extended sick leave. In this regard, Policy C-210 provides in pertinent part as follows:

In cases of illness or injury requiring an extended absence—defined here as a period exceeding ten (10) working days—upon recommendation by the department chairperson, the dean, and the Provost/Executive Vice President for Academic Affairs, the President may approve an extended sick leave with pay up to a maximum of six (6) months for those full-time faculty members who have had six (6) or more years of continuous service at The University of New Mexico (UNM) and who have not had an extended sick leave during their last six (6) years of service.

I note that Policy C-210 does not contain any mention of the Executive Vice President for Health Sciences as an approval authority for extended sick leave even though, under Regents Policy Manual, Section 3.4, Executive Vice President for Health Sciences serves as the chief academic officer relative to the colleges, schools, programs, and centers at the Health Sciences Center.

In addition, it is in the best interest of decisions being made at the appropriate level and at the appropriate time for efficiency and effectiveness as well as to promote “one university,” for the Provost/Executive Vice President for Academic Affairs and the Executive Vice President for Health Sciences, respectively, to have decision-making authority relative to approving extended sick leave for faculty within their respective jurisdictions, i.e., the Provost/Executive Vice President for Academic Affairs – Main Campus and Branch Campus faculty; the Executive Vice President for Health Sciences – Health Sciences Center-based faculty. Accordingly, with this Memorandum I am hereby delegating approval authority to the Provost/Executive Vice President for Academic Affairs and the Executive Vice President for Health Sciences, respectively, as described in this paragraph.

I further understand that both the Provost/Executive Vice President for Academic Affairs and the Interim Executive Vice President for Health Sciences, respectively, would like to further delegate the approval authority as follows:

- As to requests for extended sick leave from Main Campus and Branch Campus faculty, to the Senior Vice Provost for Academic Affairs; and
- As to requests for extended sick leave from Health Sciences Center-based faculty, to the Interim Director of Faculty Academic Affairs.

With this Memorandum, for the reasons articulated above, I am hereby approving the further delegation of approval authority under Policy C-210 as described in this paragraph; provided that, in the event of a disagreement relative to approval or non-approval and the amount of extended sick leave allowed as described in Policy C-210, faculty may seek reconsideration of that determination by the Provost/Executive Vice President for Academic Affairs (for Main Campus and Branch Campus faculty) or the Executive Vice President for Health Sciences (for Health Sciences Center-based faculty).