



**Faculty Handbook**

**C200 Sabbatical Leave**

Approved By: Academic Freedom and Tenure Committee, UNM Faculty, and Board of Regents

Last Updated: May 14, 2004 **Revised Draft 10/9/23**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Provost and ~~Chancellor~~ Executive Vice President for Health Sciences

**Legend:** Red text is proposed new wording, ~~strikeouts~~ show proposed deletions, Language that is shown in black (not underlined) reflects language that is in the current policy and is language that AF&T does not propose to change. (Green) -notes where this language is located in current policy.

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the Academic Freedom and Tenure Committee, Faculty, and Board of Regents.

APPLICABILITY

This Policy applies to all academic UNM units, including the Health Sciences Center and Branch Community Colleges. Agreements reached by collective bargaining will hold precedence over any element of this Policy for faculty members covered by the agreement. In areas where there are differences, the Collective Bargaining Agreement (CBA) will hold precedence; however, parts of this Policy not covered by the CBA apply to all tenured and tenure-track faculty.

POLICY RATIONALE

The University of New Mexico (UNM) prizes an inclusive view of scholarship with the recognition that knowledge is acquired and advanced through research, synthesis, practice, and teaching. A sabbatical is an important tool in developing academic scholarship and is time for concentrated professional development. A sabbatical is a privilege granted by UNM to faculty for the advancement of UNM’s mission. (c200, 1) UNM faculty and the Board of Regents approve the principle of sabbatical leave.

POLICY STATEMENT

**1. Effective Date of Policy Changes**

The changes resulting from this revision are NOT retroactive. If on the effective date of this revision, a faculty member has accumulated more than six (6) years toward a sabbatical leave, only six (6) years will be carried forward. Time requirements listed in this revised Policy begin with the effective date of the approved revision, except for:

- Faculty covered by a collective bargaining agreement which governs the time requirements.
- Written agreements between a faculty member and their chair or dean in place before the effective date of this Policy.

## 2. Allowable Uses for Sabbatical Leave

The faculty member will use the sabbatical leave in a manner that will enhance their scholarly portfolio and potentially enrich their service to UNM. Given this philosophy, sabbatical leaves may be granted to further any of the following objectives: research and publication; creative work; teaching improvement (including the creation of teaching materials such as new textbooks, software, multimedia materials, or case books); community engaged scholarship related to the faculty member's expertise; integration and interpretation of existing knowledge into larger interdisciplinary frameworks; and pursuit of advanced studies that will enhance the faculty member's contributions to UNM. (C200, 1) ~~Its main purpose is to encourage professional growth and increased competence among faculty members by subsidizing significant research, creative work, or some other program of study that is judged to be of equivalent value.~~

## 3. Eligibility

(C200, 10) ~~Sabbatical leave is available under the following four options (see footnote #2 below) to any faculty member with tenure or to any faculty member in the last year of the probationary period for whom a favorable tenure decision has been reached with regard to tenure. The plan provides~~ There are several sabbatical leave options of sabbatical leave discussed below. All (C200, 1) faculty members who qualify have the right to apply for sabbatical leave; however, sabbatical (C200, 2) ~~it is understood, however, that such leave will not be granted automatically upon the expiration~~ completion of the necessary period of service. (C200, 2) ~~Rather, the faculty member shall present, as part of the application, evidence of recent sound research, scholarship, creative work activity, or other academic achievement, including publications to support the program of work which is planned for the sabbatical leave period. (C200, 2) Also, this program shall give reasonable promise~~ expectations of accomplishing the ~~major purpose~~ stated goals of the leave as cited in the Policy Statement item (1) above. ~~Sabbatical leave will not be granted to subsidize graduate work or work on advanced degrees.~~

(B3 e) Tenured faculty with part-time appointments are eligible for sabbatical leave. Such leave benefits may be earned on the same timetable as those for full-time faculty members, but the sabbatical salary shall be proportionately reduced.

## 4. Options

(C200, 10) ~~Sabbatical leave is available under the following four (4) options. These options should be discussed with the~~ department chair ~~departmental chairperson,~~ and the application for sabbatical leave should indicate the option desired.

- (C200, 10) After any every period of at least three (3) years of full-time service (or equivalent part-time service) at UNM without a sabbatical (adjusted for any deferral as

discussed in section 7.1 below), the faculty member may apply for one semester of sabbatical leave at 2/3 (67%) salary for that semester.

b) (C200, 11) After ~~any~~ every period of ~~at least~~ six (6) years of full-time service (or equivalent part-time service) at UNM without a sabbatical (adjusted for any deferral as discussed in section 7.1 below), a faculty member may apply for:

- i) (C200, 12) one semester of sabbatical leave at no reduction in annual salary,
- ii) (C200, 13) one full academic year of sabbatical leave at 2/3 (67%) salary, or
- iii) (C200, 14) ~~semester II of one year and semester I of the following year,~~ two (2) consecutive semesters (fall and spring; spring and fall) of sabbatical leave at 2/3 (67%) salary for each semester of leave.

iv) An alternative combination of time and salary options. The above time and salary options for sabbatical leave are designed to address the majority of faculty sabbatical needs. However if due to the nature of the sabbatical and/or the faculty member's duties and assignments, an alternative combination of time and salary arrangements for the sabbatical are more practical, the faculty member may submit a sabbatical proposal with alternative but equivalent time and salary options for consideration by the chair and/or dean.

(C200, end note#2) When a faculty member is employed on a continuing basis on a 12-month contract, sabbatical leave options can be translated from "semester" to "6-month period" and from "academic year" to "12-month period."

A faculty member receiving a reduced salary (67%) during their sabbatical period may supplement their salary from grants, fellowships, employment, or grants-in-aid or other sources of external funding. I & G funds cannot be used to supplement salary. Any such additional compensation is to be explained on the application form and may not unduly interfere with the objectives of the sabbatical.

A faculty member on sabbatical leave will be treated the same as any other faculty member. Sabbatical leave shall not be used to prejudice the faculty member, whether it be salary, promotion, voting rights, or other considerations.

## **5. Approval**

Sabbatical requests are subject to approval by the department chair, dean, and Provost/EVPHS. (See below for procedures).

## **6. Faculty Obligation**

(C200, 3) Sabbatical leaves will be approved only with the clear expectation ~~understanding~~ that the faculty member will at the completion of the sabbatical return to ~~the University~~ UNM for a period of service not less than ~~at least as long as~~ the duration of the leave.

4. One semester leaves ordinarily shall be taken in Semester II when loads and enrollments are light.

## **7. Restrictions**

**7.1.** (C200,16) Time toward each new sabbatical begins immediately after return to full-time service regardless of the semester of return. If, for whatever reason, it is necessary for a faculty member to defer a sabbatical or defer applying for a sabbatical, the duration required for eligibility for a subsequent sabbatical will be reduced by the length of the deferral. These deferral decisions will be documented in writing and recorded in departmental files and the faculty member's personnel file.

**7.2.** (C200, 17) Sabbatical leave is counted toward retirement as specified in the applicable retirement plan. While a faculty member ~~person~~ is on sabbatical leave, UNM will continue to pay its share toward retirement, group insurance, and social security benefits.

**7.3.** (C200, 18) Upon returning to UNM, every faculty member granted a sabbatical leave shall submit a full report of the research, creative work, publications, or other results of the period of leave ~~promptly~~ to the Deputy Provost or the EVPHS within the timeline determined by departmental policy, with copies to the department chair ~~person~~ and dean. The report submitted shall be placed in the faculty member's personnel file.

## **8. Appeal**

(C200, 8) If at any stage of the approval process, the faculty member ~~applicant~~ believes that ~~his or her~~ their proposal has not been considered properly according to the provisions of this Policy, that matters of academic freedom are involved, that improper considerations have entered into a negative decision, or that other demonstrable conditions prevented a fair and impartial evaluation, ~~he or she~~ the faculty member may appeal to the Committee on Academic Freedom and Tenure for a review of the matter, in accordance with Policy B6 "Academic Freedom and Tenure Committee." If the applicant succeeds in making a prima facie case in the opinion of the Committee at one of its meetings, a five-member panel shall be designated to conduct a formal hearing on the matter on the basis of the grounds enumerated above and following the provisions of Section 6.2 of the Policy on Academic Freedom and Tenure. The panel shall deliver its findings together with its recommendation to the Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences for forwarding to the

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## DEFINITIONS

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**Full-time Service:** Service time equivalent to that of a faculty member employed on a contract designated as 1.0 full-time equivalent (FTE). For example, a faculty member whose contract is designated 0.5 FTE would have to multiply ~~his or her~~ their service by a factor of two to meet the full-time service requirements listed in this policy.

Revisions to the remaining sections of this document may be amended with the approval of the Academic Freedom and Tenure Committee and simple majority of the UNM Voting Faculty.

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## WHO SHOULD READ THIS POLICY

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- Board of Regents
- Faculty and academic staff
- Academic deans and other executives, department chairs, directors, and managers

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## RELATED DOCUMENTS

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### [Regents Policy Manual](#)

[Policy 5.1 "The Faculty's Role in the University's Academic Mission"](#)

[Policy 5.4 "Leaves of Absence"](#)

### [Faculty Handbook](#)

[Policy A51 "Faculty Constitution"](#)

[Section B: "Policy on Academic Freedom and Tenure"](#)

[Policy C130 "Outside Employment"](#)

[Policy C250 "Lecturer Academic Leave"](#)

[Policy C280 "Leave Without Pay"](#)

### [Faculty Contracts Sabbatical Leave Form](#)

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## CONTACTS

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Direct any questions about this Policy to your chair or dean.

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## PROCEDURES

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1. (C200, 5) ~~As a general rule, the regular faculty members of the department concerned will be expected to absorb the teaching load of the individual on leave, and the departmental chairperson (or the dean in non-departmentalized colleges)~~ Long-range department plans should consider the necessity of, and provide for, temporary absences for sabbatical leave. Department chairs and/or deans are responsible for tracking faculty member eligibility for sabbatical and developing plans to cover teaching and vital operations including allocating funds to pay for such sabbaticals. Requests for sabbatical leaves from faculty members of small or large departments shall receive equal consideration. Scheduling problems cannot be used as a reason for deferral of sabbatical except in rare instances. If due to such instances, a sabbatical leave request is deferred, the member shall be provided the sabbatical leave the following year or at a later time jointly agreed to by the member and administration.

(C200, 5) ~~Department chairs shall present with each recommendation for sabbatical a statement of the planning in this regard to how the teaching load will be accommodated. shall present with each recommendation for sabbatical~~ Department chairs shall present with each recommendation for sabbatical how the department will address the programmatic needs created by the sabbatical leave. A department may, for example, decide to alternate courses or to cancel certain offerings. Further, it is expected that the department, with approval of the Provost/EVPHS, shall prepare its program over a period of years so that essential courses need not be neglected because of the temporary absence of a member of the faculty staff.

(C200, 6) ~~To avoid adverse effects on the educational objectives of individual departments, the administration finds it necessary to place a practicable limit on the number of sabbatical leaves granted in any one (1) department for~~

any one (1) semester or academic year. (see footnote #1 below) Sabbatical leaves will be granted according to the following criteria:

(C200, 6a) a) Normally the number of concurrent sabbatical leaves in any one (1) department\* shall not exceed one seventh (1/7) of the tenured members of the department (rounded to the next higher whole number) or one tenth (1/10) of the budgeted FTE faculty members (rounded to the next higher whole number), whichever is larger.

(C200, 6b) b) The number of concurrent sabbatical leaves in any department\* may be held below the maximum permitted in paragraph 6(a) 2(a) if in the judgment of the chairperson, dean, and Deputy Provost such restriction is necessary in order that the program or the department\* not be adversely affected. The sabbatical leave request for any qualified faculty member may not be denied more than twice for this reason.

(C200, 6c) c) The number of concurrent sabbatical leaves in any department\* may exceed the normal maximum only if in the judgment of the Provost/ (VPHS) extraordinary circumstances warrant it.

(C200, 6d) d) Recognizing that small departments\* often are penalized by their inability to absorb the academic loads of faculty on leave, the administration will establish a mechanism to permit appointment of temporary or part-time faculty in departments\* with seven (7) or fewer faculty FTE at such times as members of the departments\* may be granted sabbatical leave.

(C200, 7) 3. Other conditions having been fulfilled, it is general practice that requests for leave be considered on the basis of length of service.

2. (C200, 8) Approval of Application: Primary responsibility for determining the merit of a proposed program from the point of view of the validity of the program and the probable value of the program to the faculty member and to the University sabbatical lies with in the department and should be accomplished by a departmental committee. The department chair departmental chairperson shall forward to the dean the departmental evaluation, together with the chair's recommendation and a statement as to how programmatically needs can be met. the teaching obligations of the department will be achieved in the event the proposal is approved. The dean with the advice of a college-wide faculty committee shall then evaluate the proposal both on its merits and on its effect on the operation of the college and forward to the Provost or EVPHS for approval.

### **3. All Applications May be Submitted up to Eighteen (18) Months in Advance**

Sabbatical applications may be submitted eighteen (18) months (or three (3) semesters) in advance of the proposed sabbatical leave in order to provide faculty members with sufficient time to make academic and personal arrangements, such as fellowship support, obtain visiting faculty status at a host institution, and enable family members to accompany the faculty member. In such cases approval would occur twelve (12) months prior to the start of the sabbatical. However, the application must be submitted in time to meet the following deadlines in accordance with departmental procedures.

#### **(a) Deadlines for Nine-month Faculty**

(C200, 8) The dean shall send the departmental and college recommendations to the Provost/~~Executive Vice President~~ so that the original and one (1) copy of the proposal together with all recommendations shall reach that office by February 1 for a leave

commencing in the fall semester # of that year and by October 1 for a leave commencing in the spring semester # of the following year. ~~The Provost~~ The Director of the Office for Academic Personnel shall verify that the faculty member is eligible for the proposed leave and that provisions of this Policy have been properly followed. ~~The President~~ Provost (or designee) shall make the final decision. ~~The Deputy Provost shall then forward all materials to the Provost/VPHS who shall in turn forward them to the President with an evaluation of the proposed leave from a university-wide point of view.~~

#### **(b) Deadlines For Twelve-month Faculty**

(C200, 8) The dean shall send the departmental and college recommendations to the Provost/EVPHS ~~Executive Vice President~~ so that the original and one (1) copy of the proposal together with all recommendations shall reach that office at least four (4) months in advance of the anticipated sabbatical date. ~~by February 1 for a leave commencing in Semester I of that year and by October 1 for a leave commencing in Semester II of the following year.~~ ~~The Provost~~ The Director of Office for Academic Personnel/HSC Office of Academic Affairs (VPAA) shall verify that the faculty member is eligible for the proposed leave and that provisions of this Policy have been properly followed. ~~The President~~ Provost/EVPHS (or designee) shall make the final decision.

**4. If a faculty member on sabbatical finds it necessary to alter substantially the work plan or objectives of the sabbatical project, the faculty member must inform the department chair and dean in writing as soon as possible of the reasons for the proposed change and secure their written approval for the revised plan.**

**5.** (C200, 15) See item 2 under **Policy C280** "Leave Without Pay" for combination of sabbatical and leave without pay.

**6.** Those faculty members who receive part of their salaries directly from agencies outside of UNM will be granted sabbatical with remuneration as determined by their UNM base salary.

**7.** (C200, end note #1) When a faculty member is employed on a continuing basis on a 12-month contract, sabbatical leave options can be translated from "semester" to "6-month period" and from "academic year" to "12-month period." Faculty members on 12-month contracts ~~may not~~ accrue annual leave on a pro-rated basis while on sabbatical leave.

~~\*programs, colleges or non-departmentalized schools~~

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## HISTORY

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### **Amended:**

May 14, 2004– Approved by the UNM Faculty and the UNM Board of Regents

April 3, 2004– Approved by the UNM Faculty

Aug 29, 1978– Approved by the UNM Board of Regents

May 10, 1978– Approved by the UNM Faculty

May 18, 1975– Approved by the UNM Board of Regents  
April 8, 1975– Approved by the UNM Faculty  
February 1, 1975– Approved by the UNM Board of Regents

**Effective:**

March 14, 1974– Approved by the UNM Board of Regents  
March 12, 1974– Approved by the UNM Faculty

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DRAFT HISTORY

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October 9, 2023 – changes to address campus comments  
May 17, 2023 –changes to address campus comments—ready for second comment period.  
April 21, 2023 –changes to address campus comments  
February 13, 2023 –revised to include AF&T approved suggested changes to send to campus for review and comment period.