

# NEW MEXICO STATE UNIVERSITY

## College of Arts & Sciences

### GUIDELINES:

#### **REQUEST FOR EDUCATIONAL LEAVE (with/without pay), SABBATICAL LEAVE, OR PROFESSIONAL LEAVE WITHOUT PAY**

NOTE: Faculty leaves normally do not exceed one year, and if exception is granted, are not normally extended beyond the second year. Periods of sabbatical, educational, and personal leave (with or without pay) normally do not count toward eligibility for tenure and/or promotion decisions.

Professional and other types of leave periods may count toward such eligibility upon agreement among the faculty member, the department, and the administration. Twelve-month faculty accrue and report annual and sick leave as usual while on sabbatical or educational leave. Any leave at less than half pay does not accrue annual or sick leave.

It is the responsibility of the requestor to verify the information in this publication with the referenced sections contained in the New Mexico State University Administrative Rules and Procedures. The relevant policies are:

- 8.52 – Educational Leave (with and Without Pay)
- 8.53 – Professional Leave (without Pay)
- 8.54 – Sabbatical
- 8.55 – Leave without Pay
- 8.57 – Academic Department Head Leaves

### Procedure

The College is now considering requests for leaves for the academic year 2024-25 (Fall 2024 and Spring 2025). Requests are due to the Dean's office by October 30<sup>th</sup>. Requests should be submitted using the appropriate forms, which are distributed together with this document and made available through the College web site and the College Team channel.

Requests will be reviewed and approved/disapproved by November 6<sup>th</sup>.

\*\*\* Department Heads - Make sure that the departmental administrative assistant submits a Personnel Action Form to place the faculty member on leave.

Please remember that each sabbatical will require a one-year service to the institution upon completion. Within the first semester upon returning from a sabbatical leave, the faculty member is required to submit a detailed report of activities and accomplishments from the sabbatical leave; the report should include a summary of the original sabbatical proposal, a review of objectives, and a report and assessment of accomplishments. The report should be routed for approval to the Provost through the Department Head and through the Dean. The College asks the Department Head to provide a cover memo which reviews accomplishments and provides a brief assessment.

### Considerations

As described in ARP 8.54, sabbatical leaves should be part of long-range departmental plans, with continuous discussions and planning taking place within the department. As per ARP, it is the primary responsibility of the Department Head to provide assurance that all student needs are met by the department during the faculty member's absence. There is an expectation that the department will take every possible step to accommodate the sabbatical leaves within its capabilities. One-semester sabbatical leaves should be planned and accommodated in the course schedules without the need of additional resources. Request for resources from the Dean's office will be prioritized for year-long sabbaticals and should not exceed the amount of salary savings generated by the sabbatical leave (40% of the academic salary). Faculty member is required to be in good standing to be eligible for sabbatical leave.

\*\*\*Please note that approval of leave requests is not guaranteed.