

## MEMORANDUM

**Date:** July 12, 2019 H006  
**To:** Department Heads, College of Arts and Sciences  
**From:** Enrico Pontelli, Dean  
**Subject:** Leave Requests for 2020-2021

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Please have requests for leave for either one semester or for the full academic year in my office by **November 22, 2019**. The requests are for educational, sabbatical, professional, or leave without pay. Please do not use the forms on the NMSU website, the College has its own forms available in the College Web Site. The semester dates to be used on the forms for these requests are as follows:

<b>Fall</b>	<b>Aug. 17 - Dec. 15, 2020</b>
<b>Spring</b>	<b>January 14 – May 18, 2021</b>
<b>Academic Year</b>	<b>Aug. 17, 2020 - May 18, 2021</b>

The following points apply to requests for sabbatical leave:

1. Clearly indicate whether the leave is for one semester at full pay or one academic year at 60 percent pay. It is desirable, when possible, for faculty to take off the full year to gain the maximum benefit from the leave.
2. The leave request should include as detailed a description as possible of the nature of the activity to be undertaken as well as the place where the activity will occur. The description must include an explanation of how this activity will increase professional competence in the field of the faculty member and of how it will benefit New Mexico and New Mexico State University.
3. The leave request should include a brief description of the proposed research or creative work to be carried out during the period of the leave and reasons for needing the sabbatical in order to carry out the work described in the request.
4. A faculty member on sabbatical leave at full pay usually will not take other paid employment during the leave, and a faculty member on 60 percent pay usually will not take more than 40 percent employment. **In cases where pay shall be received, a request to take compensated employment should be included in the proposal submitted and must have administrative approval.**

5. The department head must endorse the leave request and the proposed activities (in case of a sabbatical request) and indicate how the department will address the programmatic needs during the leave period. The College ***may not be able to guarantee the availability*** of funds for visiting faculty members or adjuncts to cover courses during the leave period. The department head should provide a plan for maintaining the operation of the program in the case of lack of financial support from the College.
6. Within the first semester upon return from the sabbatical, the faculty member must submit to the Provost, through the Dean and the Department Head, a concise report of the research, creative work, publications, or other results of the period of leave. A short paragraph describing how the leave benefitted New Mexico State University must be included as well as comments on faculty, students, administrations, academic atmosphere and related topics at the institutions visited during the sabbatical.
7. *Sabbatical leaves will be approved only with the clear understanding that at the completion of the sabbatical and/or supplemental leave, the faculty member will return to the university for a period of service of one year.* Failure to do so will require immediate full refund of all salaries and benefits paid by New Mexico State University during the extended leave.

For further information on the eligibility requirements of the other leave categories please refer to the academic section of the NMSU Regents Policy Manual and the NMSU Administrative Rules and Procedures, located at <https://arp.nmsu.edu/8-54/?highlight=sabbatical>.