



REQUEST FOR ACADEMIC LEAVE FOR SENIOR AND PRINCIPAL LECTURERS

Date:

Name:

UNM ID:

Rank:

Department:

Date of Hire:

Date of Promotion:

Last Academic Leave Taken:

No Prior Academic Leave Taken

Academic Leave Requested For: _____

Academic/Fiscal Year

Semester

Actual Leave Dates

Included in this request:

- Section I Academic Leave Request Form
- Section II A detailed statement of planned activities for the academic leave
- Section III Department Chair Recommendation (Department plan for covering affected courses)
- Section IV Memo documenting Departmental Review Committee's recommendation
- Section V A description of current teaching, scholarship and service activities
- Section VI Current Curriculum Vitae

I, _____, do hereby agree upon return to my teaching position at the University of New Mexico to submit a full report of my leave.

Signature

Date

RECOMMENDATIONS:

Department Chair

Date

Approve

Denied

Approved

Dean/Designee

Date

Denied

Approved

Branch Chancellor (if Applicable)

Date

Denied

Provost/Designee	Date	Approved
President	Date	Denied
		Approved
		Denied

Policies and Procedures:

- Faculty Handbook: B.3.4 Academic Leave for Principal Lecturers (<https://handbook.unm.edu/b3.4/>)
- Unit 1 Collective Bargaining Agreement: Article 12 (<https://provost.unm.edu/faculty-unionization/docs/collective-bargaining-agreement-unit-1.pdf>)

OAP Use Only	
Notes for HRTC	
Effective Date	
End Date	
Job Change Reason	ACADL - Academic Leave