Academic Leave for Principal Lecturers
Flow Chart for Fall Leaves

- Principal Lecturer:
  - October 1: Prepare Lecture Leave form and attach: Program Proposal & Current CV

- Departmental Committee:
  - November 1: Review proposal and determine validity and value to UNM
  - Make a recommendation to Department Chair

- Department Chair:
  - January 15: Review Departmental Committee recommendation
  - Prepare statement on how teaching obligations will be covered in department
  - Chair Statement of Recommendation

- College Wide Committee:
  - Evaluate proposal on merits and effects of College
  - Review recommendation of Department and College

- Provost:
  - February 1:
    - Review recommendation of Department and College
    - Verify applicant Eligibility and verify policy was followed
    - Prepare evaluation of proposed leave from a University-wide point of view
    - Submit recommendation to the President

- President:
  - March 1:
    - Make a Final Decision