



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
Section VII Copy of Last Academic Leave Report (if applicable)

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

		Approved
Provost/Designee	Date	Denied
		Approved
President	Date	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