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### **UNM Anthropology Department Research Leave Request Procedure**

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**Overview.** Per the Collective Bargaining Agreement, Article 10, all tenure-track faculty are eligible for Research Leave during their probationary appointment. While on Research Leave, the faculty member is released from teaching, but they will continue to perform departmental service and advise their graduate students.

#### **Procedure.**

1. The faculty member seeking leave (candidate) submits the Department Request for Research Leave form to the department chair on or before 1) **the first Friday in January** for leave for the fall term in the same calendar year, 2) **the first Friday in August** for the spring term of the next calendar year. The complete form includes the Candidate's Research Semester Plan and current curriculum vitae.
2. Early in the relevant term, as subfields put together their teaching schedules for the next term, the chair consults with the convener of the relevant subfield to determine whether the subfield can meet their teaching obligations if the candidate takes Research Leave. The subfield will make every reasonable effort to accommodate the request, but, in rare cases, in order to meet subfield teaching obligations, the convener may ask the candidate to delay their request to a future semester.
3. If the subfield convener confirms that the subfield can meet its teaching needs, the chair approves the candidate's Research Leave Request via a signed letter on department letterhead copying the Department Administrator and the subfield convener.