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UNM Anthropology Department Sabbatical Request Evaluation Procedure

Overview. Guidelines for sabbatical requests are listed on the UNM College Arts and Sciences (CAS) website. The current link is [here](#). The college does not always post due dates on their website. They are usually due in September (for spring sabbaticals in the following calendar year) or December (for fall sabbaticals in the following calendar year). For information about due dates, please contact the Anthropology Department Administrator (DA) in late August or late November.

Additional guidelines are also listed in Article 11 of the Collective Bargaining Agreement (CBA). Per the CBA, applications for sabbatical must be reviewed and endorsed by a departmental review committee, the department chair (chair), the dean or their designee, and the provost. Priorities for endorsing sabbatical leave are:

- a. Faculty members who have never received a sabbatical
- b. Faculty members with the greatest number of years since their last sabbatical

Departmental review committee. The four-member Workload Committee, composed of the associate chair and one faculty member from each subfield, will evaluate sabbatical requests.

Procedure. Faculty members requesting sabbaticals will email the CAS Sabbatical Request Packet (excluding the Workload Committee recommendation and the chair's memo) to the chair no later than **10 days before the CAS due date**. The chair will forward the packet to the Workload Committee, who will review the packet and make a recommendation to the chair. On or before the college due date, the chair will send the complete Sabbatical Request Packet to the DA, who will convert the packet to a single PDF and email it to the college.