**New Mexico Institute of Mining and Technology**

**Sabbatical Leave Application Cover Page – Faculty**

Please complete a sabbatical application (cover page, signature page, CV, and proposal addressing items 1 – 8 below) and submit it to your Department Chairperson following the schedule posted in the *Sabbatical Leave Policy for Faculty*. Your proposal (addressing items 1 – 8 below, it limited to four pages in length. In their review, Department Chairpersons should comment on how the department proposes to cover courses that would have been normally offered.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby request Sabbatical Leave for the period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please indicate requested semester(s)).

Date of Initial Appointment (if no previous sabbatical): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

Date of Last Sabbatical Leave:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please prepare a brief proposal, on a separate document (limited to four pages), outlining your responses to each of the following questions. The four-page limit excludes the cover and signature pages and CV. Please be sure that your last sabbatical leave report (if applicable) is on file with the Office of Academic Affairs, as it will be provided to the Sabbatical Leave Committee for their review.

1. General Purpose of this Sabbatical Request
2. Specific Goals and Objectives
3. Anticipated Products
4. Value to Own Professional Development
5. Value to Academic Discipline
6. Value to University
7. Provide a timeline to support the requested length of sabbatical leave
8. For applicants who have had a prior sabbatical at NMT: Summarize what was accomplished during the prior sabbatical leave, particularly with reference to goals and objectives articulated in your proposal. Please list specific outcomes such as publications, presentations, grant proposals submitted/funded, etc generated from your prior sabbatical. You may add brief commentary (within the four page limit) to provide context for their significance.

**New Mexico Institute of Mining and Technology**

**Faculty Sabbatical Leave Application Signature and Comments Page**

Department Chairperson/Program Coordinator Comments

(must address how the department proposes to cover courses):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sabbatical Leave Committee Chair Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP of Academic Affairs Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature Date