

Sabbatical Leave Policy for Faculty

I. Statement of Principle:

The Regents of New Mexico Institute of Mining and Technology accept the principle that sabbatical leave benefits the Institute by providing opportunities for professional advancement to members of the tenured faculty.

II. Purpose of Sabbatical Leave:

Sabbatical leave at the New Mexico Institute of Mining and Technology is designed to provide tenured faculty the time and opportunity to extend their knowledge, to explore new areas of research, to make contact with distinguished scholars, to pursue other academic activities, or to reconstruct their patterns of thinking, in order that they might serve the Institute more effectively.

III. Sabbatical Leave Eligibility:

Tenured faculty members are eligible for sabbatical leave to begin after completion of six or more years of service since their hiring or since their last sabbatical leave. Sabbatical leave will not be granted automatically upon the expiration of the necessary period of service, but is conditional on application and approval.

Sabbatical leaves will be approved only with the clear understanding that the faculty member will at the completion of the sabbatical return to the University for a period of service at least as long as the duration of the leave. In the event that the faculty member does not return to NMT for a period of service equal to the sabbatical leave, barring extraordinary circumstances, the faculty member will owe NMT the academic sabbatical salary that they were paid by NMT.

IV. The Sabbatical Leave Application:

1. The sabbatical leave application consists of a standard form cover sheet which includes a statement of eligibility and the requested leave period, a plan for covering teaching during the sabbatical, a program for scholarly activities during the sabbatical, and a curriculum vitae. The program should give reasonable promise of accomplishing the major purpose of the leave.
2. At the option of the candidate, the request for sabbatical leave may be made according to one of the following alternatives:
 - a. For one full contract period at one-half salary. In this case, the salary freed may be used to cover required courses through temporary appointments at the discretion of the VPAA.
 - b. For one semester at full salary. In this case, salary will not be available for temporary appointments except in extraordinary circumstances. Any required courses will be carried by other members of the department or deferred. Students must be aware of deferred courses at least one semester in advance to plan their course programs.
3. While on sabbatical leave a faculty member will be permitted to engage in private consulting subject to the consulting policy.

V. Sabbatical Leave Application Process:

1. Sabbatical leave affects course planning. The Department Chair, Sabbatical Leave Committee, and Administration are expected to process applications with minimal delay (see schedule, below). The process begins with the applicant submitting a sabbatical application to the Department Chair (see process schedule, below).

2. The Chair will provide a recommendation for or against sabbatical and will refer the proposal (whether the Chair supports or opposes the proposed leave) to a Sabbatical Leave Committee elected by the Institute Senate.
3. The Sabbatical Leave Committee will provide a recommendation for or against sabbatical and will refer the proposal to the respective college Dean and the Vice President for Academic Affairs.
4. The Vice President for Academic Affairs will provide a recommendation for or against sabbatical leave and refer the proposal to the President.
5. The availability of funds and other financial adjustments shall be decided by the Vice President for Academic Affairs with the advice of other administrative officers.
6. When an excess of applications are received, the Vice President for Academic Affairs may refer some of the proposals back to the Sabbatical Leave Committee for recommendations on prioritization.
7. All other conditions having been fulfilled, requests for leave shall be considered on the basis of the proposed program for scholarly activities, past productivity, and time since last sabbatical.
8. Process Schedule Timeline and Deadlines for applications and approval will follow the below schedule. In exceptional circumstances, sabbatical applications and the approval process may fall outside this schedule.
 - a. Sabbatical applications submitted in the Fall (see schedule, below) will be considered for the Fall or Spring of the next academic year.
 - i. Sabbatical application due to the Department Chair by November 15.
 - ii. Committee recommendation to AA due December 15.
 - iii. AA recommendation to President due January 15.
 - iv. President decision due February 15.
 - b. Sabbatical applications submitted in the Spring (see schedule, below), will be considered for the Spring of the next academic year.
 - i. Sabbatical application due to the Department Chair by March 15.
 - ii. Committee recommendation to AA due April 15.
 - iii. AA recommendation to President due May 15.
 - iv. President decision due June 15.

VI. Sabbatical Applicants who are also NMT administrators:

In the event that the sabbatical applicant is also an academic administrator (Chair, Dean, etc.), the applicant may be asked to either delay the proposed sabbatical or step down from their administrative position to ensure that NMT has sufficient administrative support. However, exceptional circumstances may be considered to enable such applicants to retain their administrative position, with an Acting Chair/Dean/Administrator to fill the gap.

VII. Sabbatical Report:

Following a sabbatical leave, the faculty member will be expected to submit a brief written report on the sabbatical activities to the Vice President of Academic Affairs within a year of completion of the sabbatical leave. Reports will be considered in future applications, and failure to submit a report may result in ineligibility for future sabbatical leaves.

Revision History

Approved by Faculty Senate: April 5, 2022; NMT Legal: October 12, 2022; VPAA: October 12, 2022; President: October 25, 2022; Board of Regents: October 25, 2022. Future approval of revisions will be within AA (as this is now an AA policy).