

C225: Professional Leave

Approved By: Faculty and Board of Regents

Effective Date: **Draft 1/14/16**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

Legend: **Red highlights**—changes from current policy.

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty and Board of Regents

POLICY RATIONALE

The University recognizes the importance of faculty attending professional meetings and fulfilling other professional obligations.

POLICY STATEMENT

It is **also** recognized that a faculty member's absence for attendance at professional meetings or to fulfill other professional obligations may be considered by the department chairperson or director of an academic division or dean in colleges without departments to be of sufficient importance to justify absence from assigned duties. In any such instance, the request must be made well in advance and must have the approval of the department chairperson or director of an academic division or dean in colleges without departments. It is the faculty member's obligation to make suitable arrangements for covering the absence. ***In order to assure compliance with Laws of 1971, ch. 228 (introduced as House Bill 327),*** It is the responsibility of each department chairperson to be prepared to report on any faculty absence from regularly assigned classes, scheduled examinations, posted office hours, or other assigned duties or commitments.

APPLICABILITY

All UNM academic faculty and administrators, including the Health Sciences Center and Branch Campuses.

DEFINITIONS

No specific definitions are required for the Policy Statement.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

WHO SHOULD READ THIS POLICY

- Faculty
- Department Chairs
- Academic deans and other academic administrators and executives

RELATED DOCUMENTS

[UNM Regents' Policy Manual](#)

[Policy 5.3 "Leaves of Absence"](#)

[Policy 7.7 "Travel"](#)

[University Administrative Policy 4030 "Travel and Reimbursement and Per Diem"](#)

[State Higher Educational Institutions, NMSA 1978, § 21-1-23](#)

CONTACTS

Direct any questions about this policy to the UNM Office of the Provost.

PROCEDURES

[Reimbursement of travel expenses associated with professional leave will be made in accordance with UNM travel policies \(see related documents section above\).](#)

DRAFT HISTORY

January 14, 2016—Revised draft with Committee changes approved to go to campus for review.

January 1, 2016—Revised draft to address FS Policy Committee concerns.

November 22, 2015—Revised draft in new format with recommended references added.

HISTORY

August 29, 1978—Approved by the Board of Regents

May 10, 1978—Approved by Faculty

May 18, 1975 May 18, 1975—Approved by Board of Regents

April 8, 1975—Approved by Faculty

February 1, 1975—Approved by the Board of Regents

March 14, 1974—Approved by the Board of Regents

March 12, 1974—Approved by Faculty

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