	Title: Academic Leave for Senior Ranked Clinician Educators	Review Frequency: Two Years	Effective Date: 9/22/14 (Revised 9/8/14)
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	Policy and Procedure	Revision #	1

1. Purpose/Objectives.

1.1. The main purpose of academic leave for Clinician Educator faculty is to encourage professional growth by subsidizing significant research, creative work, or other professional development opportunity that is judged to be of equivalent value. The opportunity for this leave demonstrates the commitment of the College of Nursing (CON) to faculty development, and a commitment by the faculty member to the mission of the College.

2. Scope.

2.1. This policy applies to faculty in the Clinician Educator track at the rank of Associate or full Professor with at least six years of full-time service to the CON.

3. Content.

3.1. POLICY STATEMENT

3.1.1. Faculty members in the Clinician Educator track at the rank of Associate or Full Professor with at least six years of full-time service to the CON (or equivalent part-time service) are eligible to apply for Academic Leave, which is the opportunity to apply for a professional development teaching release with pay to pursue other academic and/or professional opportunity activities. These faculty members are eligible to apply for such releases every six years of full-time service. Faculty who qualify have the right to apply for academic leave; however, academic leave is not granted automatically upon the expiration of the necessary period of service. The Faculty shall submit an application for the leave that includes the plan of work for the leave, with a rationale that supports the CON's academic mission. Also, this plan shall give reasonable promise of accomplishing the major purpose of the leave, as cited in the Purpose section above. Academic leave will not be granted to subsidize graduate work or work on an advanced degree.

3.1.2. Academic leave may be approved for up to six months at full salary.

3.1.3. Academic leave will be approved only with the clear understanding that the faculty member will, at the completion of the academic leave, return to the CON for a period of service at least as long as the duration of the leave.

3.1.4. Academic leave is counted toward retirement. While a person is on academic leave, UNM will continue to pay its share toward retirement, group insurance, and Social Security benefits.

3.1.5. A faculty member does not accrue annual leave while on Academic Leave.

3.1.6. Appeal: If at any stage of the approval process, the applicant believes that his or her proposal has not been considered properly according to the provisions of this Policy, that matters of academic freedom are involved, that improper considerations have entered into a negative decision, or that other demonstrable conditions prevented a fair and impartial evaluation, he or she may appeal to the Office of the HSC Chancellor for a review of the matter.

3.2. PROCEDURES:

3.2.1. As a general rule, the faculty members of the CON will be expected to absorb the teaching load of the individual on leave, and the supervisor shall present with each recommendation for

- academic leave a statement of the planning in this regard. The CON may, for example, decide to alternate courses or to cancel certain offerings. Further, it is expected that the CON shall prepare its program over a period of years so that essential courses are not neglected because of the temporary absence of a member of the faculty.
- 3.2.2. To avoid adverse effects on the educational objectives of the CON, the administration may find it necessary to place a practicable limit on the number of academic leaves granted in any one unit for any one six-month period. Other conditions having been fulfilled, it is general practice that requests for leave be considered on the basis of length of service.
 - 3.2.3. Approval of Application:
 - 3.2.3.1. Primary responsibility for determining the merit of a proposed program from the point of view of the validity of the program and the probable value of the program to the faculty member and to UNM lies in the CON and should be accomplished by the Faculty Affairs Committee.
 - 3.2.3.2. The supervisor shall forward to the Dean the Faculty Affairs evaluation together with the supervisor's recommendation and a statement as to how the teaching and service obligations of the unit will be achieved in the event the proposal is approved.
 - 3.2.3.3. The Dean shall verify that the applicant is eligible for the proposed leave and that provisions of this policy have been properly followed. The Dean, with the advice of the Faculty Affairs Committee, shall then evaluate the proposal both on its merits and on its effect on the operation of the CON.
 - 3.2.4. The Dean shall send all of the CON recommendations to the Vice Chancellor for Academic Affairs (VCAA) so that the original and one copy of the proposal together with all recommendations shall reach that office at least two months prior to the proposed start of the leave.
 - 3.2.4.1. The VCAA shall verify that the applicant is eligible for the proposed leave and provisions of this Policy have been properly followed, and forward all materials to the Chancellor for Health Sciences, who shall forward them to the President with an evaluation of the proposed leave from a University-wide point of view.
 - 3.2.4.2. The UNM President makes the final decision.
 - 3.2.5. Upon returning to UNM, every Clinician Educator faculty member granted an academic leave shall submit promptly to the HSC Vice Chancellor for Academic Affairs, with copies to the CON Dean and supervisor, a full report of the research, creative work, publications, or other results of the period of leave. The report submitted shall be placed in the faculty member's personnel file.
 - 3.2.6. Those Clinician Educator faculty who receive all or part of their salaries directly from agencies outside of UNM will be granted academic leave with salary guaranteed only to the extent of UNM funding of the previous year; full funding is possible only when funds are available within the UNM budget.
 - 3.2.7. Time toward each future academic leave begins immediately after return to full-time service regardless of the time period of return.
 - 3.2.8. For leave that is designed to be split into non-continuous months, the total request for leave will be provided at the time of the request. The length of each segment of the non-continuous leave shall be at least one month in length and the total number of months that are available is 6 months without a reduction in contract salary. Further, the reasoning for a non-continuous leave will be included in the description of the project.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
Applicant	Responsible for the submission of the Clinician Educator Leave Request form to his/her supervisor and is responsible for ensuring its subsequent submission to the authorizing parties.
Faculty's Supervisor	Responsible for reviewing the request, and submitting the request to the CON Faculty Affairs Committee and delivers Faculty Affairs review to the Dean
Dean	Ensures applicant is eligible for the leave and evaluates proposal plan. Once approved sends request to the Vice Chancellor for Academic Affairs (VCAA)
Vice Chancellor for Academic Affairs	The VCAA ensures applicant is eligible for the proposed leave and provisions of this Policy have been properly followed and passes the request to the Chancellor of the Health Sciences Center. (The VCAA would also be contacted for interpretations, resolution of problems, and special situations should they arise.)
Chancellor of HSC	Approves and forwards document to the UNM President for final decision.

5. Records Applicability/Retention

5.1. Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq.

6. External Reference(s).

6.1. None

7. Internal Reference(s).

7.1. UNM Faculty Handbook, Policy C250: Academic Leave for Principal Lecturers

<http://handbook.unm.edu/section-c/c250.html>

7.2. UNM Faculty Handbook, Policy C200: Sabbatical Leave <https://handbook.unm.edu/c200/>

7.3. UNM School of Medicine Policy on Clinician Educator - Leave from Assigned Duties

<https://hsc.unm.edu/admin/fco/assets/doc/templates/attachments/clinician-educator-policy.pdf>, pp7-9

7.4. UNM UAPPM Policy 6020: <https://policy.unm.edu/university-policies/6000/6020.html>

8. Definitions.

8.1. This policy applies to Clinician Educator track faculty at the rank of Associate or full Professor with six years of full-time service to the College.

Full-time Service: Service time equivalent to that of a faculty member employed on a contract designated as 1.0 full time equivalent (FTE). For example, a faculty member whose contract is designated 0.5 FTE would have to multiply his or her service by a factor of two or reduce the leave time taken by one-half to meet the full-time service requirements listed in this policy.

9. Key Words.

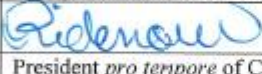
9.1. Academic leave, Senior Ranked, Clinician Educator

10. Attachments.

10.1. None

11. Approval Authority.

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	CON Faculty: Approved by CON faculty on 9/22/2013		
Consultant(s)	CON Senior Faculty, CON Tenured Faculty	6-16-14	Yes
Committee(s)	CON Faculty Affairs Committee	9-8-14	Y
Legal (Required)	Emma Rodriguez JD and Leslie Morrison MD	8-18-14	Y
Official Approver	Nancy Ridenour, Dean, College of Nursing	9-8-2014	Y
Official Signature		Date: 8 Sept 14	
2 nd Approver (Optional)	President <i>pro tempore</i> of CON Faculty	Date:	
Signature		Date:	
Effective Date	September 22, 2014		
Origination Date			
Issue Date			

12. Document History.

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add Review Date when Effective Date does not change due to no major updates.	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
9/8/2014 (revised) 9/22/2014 (Effective)	1	Academic Leave for Senior Ranked Clinician Educators Policy	New Document	Dean, Nancy Ridenour
4/2/2020	2	Academic Leave for Senior Ranked Clinician Educators Policy	Transferred CON Policy# 3.3.2 content to revised HSC policy template and numbering system to policy #CON 308.	