

3. Eligibility:

3.1 Faculty may not apply for Sabbatical Leave and Faculty Development Leave in the same year. Applicants may only apply for one leave at a time. See Appendix A: “Answers to Typical Questions Concerning Faculty Leave.”

3.2 Eligibility requirements are as follows:

First-time application:

Tenure-track and Nontenure-track faculty may apply in their sixth academic year of employment. Faculty hired with tenure may apply in their third academic year of employment as non-administrative faculty.

Subsequent application:

After completion of either a Sabbatical or Faculty Development Leave, a faculty member must serve a minimum of 6 years in full-time service before becoming eligible for another leave of either type.

3.3 No one shall make an application while serving on the Faculty Leave Committee.

3.4 In addition to the conditions stated in the Board of Regents Handbook, it is the responsibility of the applicant to secure proof of full-time employment and the last date of previous Faculty Leave.

4. Additional Income: Additional income or support from non-university sources may be accepted only if the work for which such remuneration does not detract from the accomplishment of the task(s) set forth in the Faculty Leave application. See Appendix A: “Answers to Typical Questions Concerning Faculty Leave.”

5. Additional Guidance: It is strongly recommended that faculty interested in pursuing one of the leave types attend the workshop presented by the Faculty-3.9 (nd)10.4 (e)S9:e1 8ionse1 8i A:ippe a onensswibise

Faculty Leave Type College_School CandidateLastName Current Year.pdf

An example would be:

Sabbatical Urban Affairs_Criminal Justice Smith 2024.pdf if applying for a Sabbatical Leave or,

Faculty Development Urban Affairs_Criminal Justice Smith 2024.pdf if applying for Faculty Development Leave

3. The application cover sheet must be signed by both the immediate supervisor/chair and the Dean of the College/ School.

4.

- 3.3 The project's anticipated impact on the applicant, department, college, university and field;
- 3.4 A timeline for the proposed activity.

4. Confidential Letters

4.1 Sabbatical Leave applicants must include **no more than one** external confidential letter of evaluation from a colleague at an outside institution. This letter should comment on the feasibility, innovation/originality, and potential impact of the proposed project. The evaluator should have no perceived conflict of interest with the applicant or with the applicant's proposed project. The letter should be on university or organizational letterhead, or sent from a university email address. The evaluator must send their confidential letter directly to the Faculty Senate Office by the October application deadline via mail or signed email attachment.

4.2 Applicants for Faculty Development Leave must include **no more than one** confidential letter from a colleague (internal or external) or supervisor (department chair/supervisor, director or dean). The writer should comment on the potential impact of the development leave to the applicant and to the unit, college and/or university. The writer must send their confidential letter directly to the Faculty Senate Office by the October application deadline via mail or signed email attachment.

5. Report of previous faculty leave activities and updates, report of long-term benefits of previous leave (if applicable).

6. An abbreviated 5-page curriculum vitae. A maximum of 4-pages should focus on recent research and creative activity. A maximum of 1-page should focus on service, teaching and administrative activity over the previous five years.

7. Optional

7.1 All applicants are strongly encouraged to include a letter of recommendation from the Department Chair, Supervisor, or Dean.

7.2 Applicants may include additional supporting documents relevant to their application such as letters from publishers, institutional sponsors, training programs, etc. Relevant material should be limited to the significance of the proposed project.

IV. Committee Evaluation – Scoring and Ranking

Description of Activities	Points
Abstract	5
Proposed Project/Methodology/Timeline	30
Impact of Project/Benefits to the unit	25
Confidential Letter	10
5-year CV	30
Total	100

Appendix A: Answers to Typical Questions Concerning Faculty Leave

Q 1: When am I eligible for Sabbatical or Faculty Development leave?

A:

Q 5: How are retirement benefits accrued while someone is on a one-year sabbatical at 2/3 salary?

A: All benefits contributions are tied to the recipient's salary as a fixed percentage of the salary. The formula is as follows:

Gross salary UNLV pays for leave x Retirement percentage = Dollar contribution toward retirement

If the recipient takes a one-year leave at 2/3 salary, the retirement benefit will 10.3 (w [y 709.29ef)14.1 (i)0.7 (t)0.8 (

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