



FACULTY LEAVE PROGRAM POLICY AND PROCEDURES

APPROVED November 11, 2024

Application Instructions

I. General

The following guidelines supplement those set forth in the Board of Regents' Handbook and supersede any conflicting guidelines adopted previously by the university administration, the Faculty Senate, or the Faculty Senate and Faculty Leave Committee.

2. Faculty Leave Application: There are two types of faculty leave: Sabbatical and Faculty Development. Both types are granted based on the application submitted by the faculty member, recommendation by the Faculty Leave Committee, and approval by the Executive Vice President and Provost, the President, and the Board of Regents. The number of faculty leaves available is set by the Chancellor's Office. At times the number of applications may greatly exceed the number of faculty leaves available. In such cases, not all applicants will be granted leave. Leave recommendations from the Faculty Leave Committee are not grievable.

The primary purpose of a **Sabbatical Leave** is to enhance the faculty member's value to the university. Specifically, a Sabbatical Leave is to be used for one or more of the following:

- 2.1 Research and study intended to result in publication, invention, or creation.
- 2.2 A program of study or work designed to keep the faculty member abreast of the latest developments in a related area of specialization, excluding work toward or the completion of an academic degree.

The primary purpose of **Faculty Development Leave** is to develop skills and advance knowledge with the principal goals being the following:

- 2.3 To allow faculty to respond to changes in the goals and mission of a program, department/unit, college/school, or the university.
- 2.4 To enhance faculty competencies and/or areas of expertise. Faculty members may submit proposals to develop teaching competencies and curricular programs through such means as limited research (e.g., cooperative research, course development, or curricular development), specialized instruction, technological training, or creative activity. A Faculty Development Leave may not be used for the purpose of obtaining an advanced degree, professional certification, licensing, textbook development, or advancing personal research projects.

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 Leave Committee. At this time, the guidelines, criteria, and weighting of applications will be more fully described.

II. Electronic Submission of Faculty Leave Application

The Faculty Leave Committee requires an Adobe *.pdf electronic version of the entire application except for the external confidential letter of evaluation (see III.4). The application should be prepared as follows:

- 1.** The application file must include the application cover sheet and related documents (see III). Once compiled, all documents should be converted to a single Adobe *.pdf file. Contact OIT for assistance with PDF conversion.
- 2.** The *.pdf filename should use the following format:

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. The file must be submitted to the Faculty Senate Office no later than noon on the first Thursday of October. The e-mail address for the Faculty Senate Office is: faculty.senate@unlv.edu.

III. Preparation for Application Requirements

Please preface your application contents with the “Application for Faculty Leave” form found at the Faculty Senate website. The Faculty Leave Committee request for complete documentation is a requirement of all applicants. For a fair and thorough evaluation of the application, all required components must be present. If any of the following elements is missing, the application will be considered incomplete and therefore will be denied. Each of these elements is separate, independent, and must be included. No element is optional unless it is not applicable to your record. The deadline of noon on the first Thursday of October will be strictly enforced.

The application must include the following content. Please use the following organization and labels in your application narrative.

1. Application for Faculty Leave Form (See Faculty Senate Website). Clearly mark the type of leave desired (Sabbatical or Faculty Development Leave). Please make sure application is signed by both the immediate supervisor/chair and the Dean of the College/ School acknowledging the application.
2. Abstract of up to 250 words describing tasks to be accomplished.

The abstract should provide a big-picture description of the activity and importance, theoretical background, methods, and impact of the project.

3. Detailed description of activity

This section, not to exceed 3 pages (single spaced, using 12-point font, 1-inch margins), should include:

- 3.1 Description of the project; please make sure it is understandable for people *outside* of your field of study.
- 3.2 Methodology (if applicable);

- 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

The Faculty Leave Committee’s evaluation process is designed to blend group discussion with individual analysis. The result is a rank order listing of applicants with positive, alternate, or negative recommendations. Scores from each committee member are compiled by the chair. The single highest and lowest scores for each applicant are discarded and remaining scores totaled. Actual recommendations will be a result of the availability of leave appointments and the Committee’s evaluation of the overall quality of the individual applications.

V. Deadline

The deadline for electronic submission of completed applications is noon on the first Thursday in October.

VI. Notification and Acceptance

Faculty are notified by the Provost’s office if their application for leave has been accepted in late December or early January. Leave cannot be deferred to a subsequent academic year. If circumstances change and faculty must rescind/decline their leave, the Provost's Office must be notified by March 1st for faculty selected for a full year or fall semester leave; faculty selected for a Spring semester leave must notify the Provost's office by October 1st. Faculty who request to rescind their leave after this date will be ineligible to re-apply for leave for a full calendar year. Exceptions to this policy may be considered on a case-by-case basis in consultation with the Vice Provost for Faculty Affairs, the chair of the Faculty Senate, and the chair of the Faculty Leave committee.

VII. Final Report

Per NSHE policy, leave recipients must submit a final report to the Faculty Senate office within **90 days** of their return to campus. The report should include a description of the proposed activity (250 words), what was accomplished, along with an explanation of any discrepancies between the proposed and actual activities (500 words), and a brief summary for the Faculty Senate website of the project and any tangible results that stand to benefit the institution, state, or region (250 words).

The final report is to be emailed to the Faculty Senate office at faculty.senate@unlv.edu.

Appendix A: Answers to Typical Questions Concerning Faculty Leave

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

A: Eligibility for leave commences at the end of the sixth year of full-time service in the same position. Any period of time spent on an unpaid status is not considered a part of the 6-year service requirement under this policy. Applications for leave must be submitted while a faculty member is in a paid status. Faculty members are eligible for subsequent leave after completing 6 years of service after a previous leave appointment. Note that the leave application is submitted in the fall prior to the academic year for which leave is applied.

Example 1: Professor W was hired for a faculty appointment beginning in July 2016. They are eligible to submit their first application for Sabbatical or Faculty Development Leave in the fall of 2021 for a leave that commences in either the fall of 2022 or the spring of 2023.

Example 2: Professor X took a full year Sabbatical Leave in 2020-2021 academic year. They are eligible to submit their next leave application in fall 2026 for a leave that commences in either fall 2027 or spring 2028.

Example 3: Professor Y was hired for a faculty appointment beginning in January 2021. They are eligible to submit their first application for leave in the fall of 2025 for a leave that commences in the spring of 2027. They are not eligible for a leave in fall 2026.

Example 4: Professor Z took a full year faculty development leave in 2020-2021 academic year. They are eligible to submit their next leave application in fall 2026 for a leave that commences in either fall 2027 or spring 2028.

Q 2: Can I receive financial support for my sabbatical in the form of grants or fellowships? **A:** Yes, as long as the financial support is not a salary that is paid for contracted services rendered as part of the leave. For example, a Fulbright research grant or similar support from another foundation can be used to defray costs associated with the leave such as living expenses and materials. However, if the leave includes a part-time teaching position at another university, for example, that portion of the recipient's UNLV salary will be withheld.

Q 3: Are Cost of Living Adjustments granted for living in expensive locations and/or foreign countries?

A: No.

Q 4: If a person is on an "A" contract (i.e., 12-month contract), does credit toward qualifying for a leave accrue differently than someone on a "B" contract (i.e., 9-month contract)? **A:** No. All university employees who are eligible to apply for a leave accrue time toward that leave at the same speed. Regardless of the type of contract, eligible employees may apply in their sixth year after joining the university, or after their previous leave.

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 be calculated as a fixed percentage of that 2/3 salary. In other words, the retirement contribution will be 2/3 of the annual full salary contribution. If the recipient will be earning a stipend/salary from another source for contracted work during the leave, the retirement dollar contribution will be a fixed percentage of the gross amount that UNLV pays for the leave. For instance, if the recipient's normal UNLV salary is \$3,000 per month in addition to an outside salary of \$500 per month for work done during the leave, the retirement percentage will be applied to \$3,000 per month.

Q 6: Are other benefits such as health care or life insurance affected if the UNLV salary is reduced because of extra income earned during the leave?

A: No. All other benefits remain the same during the leave.

Q7: Can I postpone my faculty leave after accepting it?

A: No, you will need to let the Provost's Office know that you have decided to withdraw your acceptance and you will need to reapply to take faculty leave.