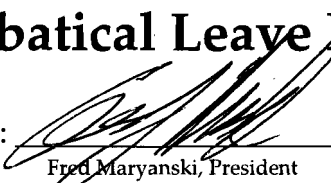




NEVADA STATE COLLEGE
POLICY LIBRARY

Date Issued: 3/3/08

Sabbatical Leave Policy

Approved:  8/2/08
Fred Maryanski, President Date

Approved:  8/20/08
Lesley Di Mare, Provost Date

POLICY STATEMENT

This policy establishes the eligibility requirements for sabbatical leave, outlines the selection process, and offers suggestions for faculty wishing to apply.

REASON FOR POLICY

The primary purpose of sabbatical leaves is to provide the faculty opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, creative work and travel, so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic, research, and service programs strengthened.

ENTITIES AFFECTED BY THIS POLICY

- Provost
- Vice Presidents
- Provost Council
- Deans/ Directors
- Academic Faculty

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WHO SHOULD READ THIS POLICY

- President
- Provost
- Vice Presidents
- Provost Council
- Deans/ Directors
- Academic Faculty

REFERENCES FOR ADDITIONAL INFORMATION

Nevada Revised Statutes (Search for 284.345)
<http://www.leg.state.nv.us/law1.cfm>

NSHE Handbook. Title 4, Chapter 3, Page 11

WEBSITE ADDRESS FOR THE POLICY*

<http://www.nsc.nevada.edu/Administration/VPFinanceAdministration/Projects/PPM/index.htm>

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CONTACTS

Direct any general questions about the Sabbatical Leave Policy to your department's administrative office. If you have questions about specific issues, contact the following offices:

Question	Contact	Telephone	E-mail
Any question regarding this policy	Peter LaChapelle, Chair	992-2643	Peter.LaChapelle@nsc.nevada.edu
	Lesley Di Mare, Provost	992-2060	Lesley.DiMare@nsc.nevada.edu

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The major purpose of sabbatical leaves is to provide the faculty opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, creative work and travel, so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic, research, and service programs strengthened.

Any NSC academic faculty member, whose position is funded in whole from state sources, and who has served full-time on either an A contract or a B contract (ten-month or twelve-month contract) for six or more years at NSC, is eligible for sabbatical leave. (The term "full-time" means an appointment at 1.0 full time equivalent (FTE) as defined by the system for the contract year. If the candidate is not 1.0 FTE at NSC but is 1.0 FTE in the NSHE system, funding must be negotiated proportionally with each of the affiliated NSHE institutions.) First discretion will be given to tenured faculty. Full-time faculty whose positions are funded in whole or in part from non-state sources may be eligible for sabbatical leave according to the terms of this policy only if the funds to support a sabbatical leave can be derived from the appropriate non-state funding source. The use of non-state funds for sabbatical leave must also be approved by the appointing authority. Those faculty whose primary responsibility is administrative in nature are not eligible for sabbatical leave or to serve on the Sabbatical Review Committee. According to Board of Regents guidelines, faculty members who have received a sabbatical at NSC must wait at least six (6) years before reapplying for another sabbatical. If there is an approved leave of absence during the six consecutive years, the time accrued toward earning a sabbatical will not be lost, and will continue once the leave is completed.

Sabbatical leave is granted based on the recommendation of the Sabbatical Review Committee which shall be comprised of two representatives at large chosen by, and from among, the members of the Faculty Senate, and one tenured faculty member from each school. All applicants must then receive approval from their Dean, and then final approval of the Provost, who shall consult with the school or unit, and with the President, prior to making a decision. The number of slots for sabbatical leaves is limited by available funding. There may be times when the number of applications greatly exceeds the number of sabbatical leaves available. Thus, not all Applicants will be granted a sabbatical leave. Resources may also dictate that the granting of sabbaticals be placed on hold. In the event that sabbaticals are placed on hold, all applicants must reapply when sabbaticals are resumed.

Eligible applicants for sabbatical leave shall have two alternatives: one year's leave at two-thirds of annual salary or one-half year's leave at full base salary. A one-half year leave will typically start on July 1 or January 1, but may be approved to start at another time with the limitation that the one-half year may not include more than one semester. Therefore, for

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teaching faculty, leaves must begin before or after the end of a semester; the start date of a one year or one-half year may not be during a semester.

Additional suitable income--for example, grants-in-aid or fellowships--may be accepted during the leave provided the activity for which the income is received contributes to the individual's professional development or his/her future usefulness to the College. Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the sabbatical leave.

A three- to four-page written exit report that outlines sabbatical leave activities and associated accomplishments shall be submitted to the Provost, to the Faculty Senate, and to the faculty member's dean or other appropriate supervisor within three months of return from leave. Sabbatical grantees must make a formal presentation of their research or activities to the campus community.

In conformity with *Nevada Revised Statutes* 284.345, ". . .no sabbatical leave with pay shall be granted unless the person requesting such leave agrees in writing with the employer to return to the employer after such leave for a period not less than that required by his/her most recent contract of employment with the employer, if the employer desires his/her continued service." The employee will agree to return to the employer in a paid status immediately upon the end of the sabbatical leave.

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Procedure for Sabbaticals

Applications for sabbatical must be submitted to the applicant's Dean, the Provost, and the chair of the Sabbatical Review Committee no later than noon on the first Thursday in October. Applications are reviewed by the Sabbatical Review Committee, which will then forward either a recommendation of approval or a recommendation of disapproval to the candidate's Dean. If the candidate's Dean agrees with the Committee's recommendation of approval, the Dean will then forward her or his own recommendation of approval to the Provost, who in consultation with the President, will make the final decision. In situations where a candidate disputes the Sabbatical Review Committee's recommendation, the candidate may petition to his or her Dean, who may choose to petition to the Provost for redress. In such cases, the Provost, after consulting with the Sabbatical Review Committee and the President, shall render a final decision.

All applicants shall submit an application comprised of a.) a Record of Professional Development and b.) a Sabbatical Justification and Plan. The Record of Professional Development shall elaborate on the candidate's teaching, research, and service. Applicants may opt to submit a truncated version of their original applications for tenure as their Record of Professional Development. The Sabbatical Justification and Plan shall be comprised of a five- to six-page explanation of the project that elaborates on the value of the project, outlines its major aims or research questions, and proposes a time line and plan of action for the project. Applicants should include a listing of additional funding received or proposed and contact information for those individuals or institutions who may be involved in the project.

The Sabbatical Application should be an electronic dossier that includes the following materials:

1. RECORD OF PROFESSIONAL DEVELOPMENT

A. A Current Vita

B. Teaching: Criteria can include:

- Courses taught in last three years.
- Teaching awards and peer evaluations, if appropriate.
- Letters from Chair / Unit Director or Dean describing teaching effectiveness.

C. Scholarship: Criteria can include:

- List of research or creative accomplishments over past five years.
- Books, identify as text or monograph, authored or edited.

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- Refereed articles or works in refereed journals, exhibitions.
- Examples of research conducted in the areas of teaching innovation.
- Articles or works in non-refereed journals or other media, exhibitions.
- Reports for government agencies, school districts, nonprofit organizations, or businesses.
- Book reviews.
- Papers delivered in professional meetings in the Applicant's discipline.
- Other professional papers/speeches presented, works presented.
- Other significant professional work.

D. Service: Criteria can include:

- List of appropriate service activities over past five years.
- Committees, speeches to the community, charity work, professional associations/societies, editorial boards, paid and voluntary consulting, as applicable.

2. SABBATICAL JUSTIFICATION AND PLAN

A. Justification for Sabbatical: Recommended length: three pages.

- Summary of proposed activities (one to two paragraphs)
- Explanation of Benefit to the College.
- Explanation of Benefit to the Classroom.
- Explanation of Benefit to the Discipline.
- Explanation of Past Sabbatical Leaves (if applicable)

B. Plan of Action: Recommended length: two to three or more pages.

- Detailed Explanation of the Proposed Activities.
- Tentative Time Schedule.
- Letters of acceptance, appointment, support, itinerary (if appropriate).