

GUIDELINES

1. The Faculty Senate Sabbatical Leave Committee is to rank the candidates.
2. The Committee will then submit the ranked candidates to the President along with appropriate commentary.
3. If an approved candidate declines a Sabbatical, the next applicant ranked will be offered the Sabbatical in a timely manner.

SABBATICAL LEAVE PROPOSAL COVER PAGE

Name of Applicant: _____

Title of Sabbatical: _____

Leave Requested For: _____

Semester(s)

Year

Hire Date: _____

Date of Last Sabbatical: _____

Job Title: _____

I AGREE TO THE OBLIGATIONS AND CONDITIONS CONTINGENT TO SABBATICAL LEAVE, AS SET FORTH IN THE BOARD OF REGENTS HANDBOOK.

Signature of Applicant: _____

Submitted by: _____
(Please print name)

Date: _____

Community College of Southern Nevada
SABBATICAL LEAVE AGREEMENT

I _____ have read and understand the Sabbatical Leave Policy.

I agree to provide follow-up documentation to the Human Resources Office, to be forwarded by them to the CCSN President and UCCSN Board of Regents no later than three (3) months following the leave. Following my sabbatical, I also commit to immediately return to full-time service with the Community College of Southern Nevada for a period not less than that required by my most recent contract of employment. I understand that if I do not do so, the entire compensation for the sabbatical leave must be returned to the System, except in the case of permanent disability or death, or if the UCCSN desires my continued service. I understand that this is stipulated in Nevada Statutes NRS 284.345.

Signature of the Recipient

Date

Subscribed and sworn to before me this _____ day of _____ 20_____.

Notary Public in and for
Clark County, Nevada

SABBATICAL LEAVE PROPOSAL SUMMARY

(Maximum of One Page)

Name of Applicant: _____ Date: _____

Summary:

SPECIFICATIONS FOR PREPARING SABBATICAL LEAVE REQUESTS

The Sabbatical Proposal should be assembled as follows. Two (2) identical and complete copies are to be submitted to Human Resources by October 1st of the year prior to the year for which the sabbatical leave is requested. In order to be considered, the complete package must be submitted as follows:

1. Cover Page
The information must be typed on the Sabbatical Leave Cover Page Form or in a similar format. The cover page must include your original signature on both copies submitted.
2. The Sabbatical Leave Agreement
The Agreement must be typed on the Sabbatical Leave Agreement Form or in a similar format. It must be signed and notarized.
3. The Sabbatical Leave Proposal Summary
The summary must be typewritten on the Sabbatical Leave Proposal Summary Form or in similar format. It should be no longer than one page.
4. The Sabbatical Leave Proposal
The proposal must be typewritten on the Sabbatical Leave Proposal Form or in similar format. It must not exceed four pages in length.
5. Current Vitae
A current vitae must be included in the submitted application. Accomplishments since hire date or last sabbatical should be noted, including areas such as committee service not normally found in a vitae.
6. Letter of Recommendation
Your proposal must be submitted to your immediate supervisor prior to submitting it to Human Resources.

A signed letter of recommendation from your department chair must be submitted. It should include comments and recommendations concerning your proposal. Department Chairs seeking sabbatical leave must have a signed letter of recommendation from his or her immediate supervisor.

The recommendation letter must be included in the packet submitted to the Human Resources Office or the packet will not be complete. If the packet is not complete, it will not be accepted by the Sabbatical Leave Committee.

7. Final Report to Board of Regents
A final report must be sent to the Board of Regents within three (3) months of return after the sabbatical. It must be typewritten on the Final Report of Sabbatical Leave Activities or in similar format. Please note that you send it to Human Resources. It is sent by them to the President for signature and then to the Board of Regents by them.

CRITERIA TO BE USED IN AWARDING SABBATICAL LEAVE

1. Merit of the Proposal (60 points)

The major purpose of a sabbatical leave is to provide the faculty the opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and/or travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic, research and/or service programs strengthened. Obviously, close consideration must be given to the nature of the applicant's assignment and to differences among the many disciplines represented in a community college.

Although an advanced degree may be a residual of your sabbatical leave proposal, emphasis should be placed on how your proposal benefits you, the institution, and the community

2. Accomplishments of the applicant at CCSN since last sabbatical leave or since hire date (whichever is least) (30 points)

Evaluation of accomplishments while at CCSN since any previous sabbatical or hire date (whichever is least) shall be based on the merit factors normally used as criteria for merit raises, such as:

- a.) professional experiences
- b.) professional papers and presentations
- c.) service activities, including university system, college and senate committee assignments and/or leadership
- d.) professional publications
- e.) professional research, scholarly, or creative effort completed and in progress
- f.) membership in professional organizations, including offices held
- g.) community activities and services which are professionally related
- h.) other accomplishments and recognition of significance

3. Number of years

The number of years of salaried, full-time professional service at CCSN since the last hire date or last sabbatical leave, whichever is least. This is to be evaluated up to a maximum of (10 points)

THE PROPOSAL

- A. Narrative Description of the Project. The merits of the proposed project will be evaluated by the narrative description of the project. Therefore, it is important that this section contain all information necessary to permit an effective review. It should describe the project in sufficient detail to enable the reviewers to know what is planned at every stage and to make a tentative judgment as to the probable success of the proposed plan. **Your proposal must be written so that it can be readily understood by someone outside your field.**

The narrative description should include a detailed explanation of what the project intends to do. There should be included a rationale for the project and a statement of the impact the project will have on the institution, the individual and the community.

In addition, describe to what extent the proposal will utilize present knowledge, available resources and creative potential.

- B. Objectives. The objectives of the project must be stated in measurable terms. Each objective must be reflected in the Final Report which is sent to Human Resources after you return.
- C. Time Schedule. A timetable of major events for the completion of the project should be included. The time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section. Please include all preliminary tasks undertaken prior to this request.

APPLICATION AND FOLLOWUP PROCEDURE

1. Submit two copies of packet to department chair (or supervisor) and get signature and letter of recommendation.
2. Submit packet to Human Resources by October 1st.
3. Sabbatical Committee reviews submitted sabbaticals and sends list of recommended sabbaticals to the CCSN president.
4. CCSN President makes final determination.
5. Letters are sent offering you a sabbatical or indicating you did not receive one.
6. If you receive a sabbatical, take your sabbatical leave.
7. Submit Final Report to Human Resources.
8. Human Resources forwards Final Report to CCSN President for signature.
9. Final Report is sent to the Board of Regents by the CCSN President.

SABBATICAL LEAVE REQUEST CHECKLIST

Your sabbatical proposal must include two copies, each arranged as indicated below.

1. **The Sabbatical Leave Proposal Cover Page, each with original signature.**
2. **The Sabbatical Leave Agreement, signed and notarized.**
3. **The Sabbatical Leave Proposal Summary**
4. **The Sabbatical Leave Proposal**
5. **A current copy of your Vitae**
6. **A letter of recommendation from your department chair or immediate supervisor.**
7. **And don't forget to send your Final Report to Human Resources after your sabbatical.**

Cover Page Checklist

- _____ The cover page form is complete.
- _____ I have original signatures and dates on both cover pages (no copies).

Sabbatical Leave Agreement Checklist

- _____ The agreement is complete and signed.
- _____ The agreement is notarized.

Sabbatical Leave Proposal Summary Checklist

- _____ The cover page form is complete.
- _____ The length of the summary is one page or less.

Sabbatical Leave Proposal Checklist

- _____ The project is clearly stated and understandable to someone not in my profession.
- _____ I have briefly and clearly stated the purpose of my project.
- _____ My proposal has all required and/or supportive documentation.
- _____ I have clearly stated how the project results in professional growth or renewal for me.
- _____ I have clearly stated how the project results in educational benefits to my students.
- _____ I have clearly stated how the project results in prestige and/or recognition for CCSN.
- _____ I have clearly stated how the project benefits the community.
- _____ The procedures for conducting the project are fully described.
- _____ I have clearly stated what resources are available to help me complete the project.
- _____ I have clearly stated how the project is consistent with the mission and goals of CCSN.
- _____ The objectives of the project are clearly stated in measurable terms and related to identified needs.
- _____ My timetable is clear and realistic.
- _____ I have indicated any preliminary tasks I have undertaken prior to this request.

Vitae Checklist (These should include all information for the past ten years.)

I have updated my vitae with the following:

- _____ Professional experiences, teaching, etc.
- _____ Professional papers and presentations, and other professional publications
- _____ Service activities, including system, college, and senate committee assignments and leadership
- _____ Current professional research, scholarly, or creative efforts completed and in progress
- _____ Memberships in professional organizations, including offices held
- _____ Community activities and services that are professionally related
- _____ Other accomplishments and recognitions of significance

Letter of Recommendation Checklist

- _____ Is the Letter of Recommendation signed?
- _____ Does it include comments and recommendations concerning my proposal?

Final Report (To be completed and submitted within 3 months after completion of your sabbatical leave.)

- _____ The Final Report of Sabbatical Leave Activities form is complete, signed, and dated.
- _____ In my Description of Accomplishments, I have included information about each of the measurable objectives listed in my Proposal.
- _____ I have discussed the current status of the project, including information about problems that I encountered that may have prevented me from realizing all desired outcomes.
- _____ I have discussed any other professional accomplishments realized during sabbatical leave.
- _____ I have described how the sabbatical contributed to my professional growth and/or renewal.
- _____ I have described how the results will increase my effectiveness as a teacher at CCSN.
- _____ I have described the benefits to CCSN and to the community.

NOTE: This checklist is for individual use only and is not to be included with the proposal nor with the Final Report.

SABBATICAL LEAVE PROPOSAL FORM INSTRUCTIONS

(Maximum of four pages)

General Instructions: Please follow the format outlined below. Be specific, concise, and coherent. Your proposal must be written so that it can be readily understood by someone outside your field. Make certain it is clear how your objectives relate to the project you describe, as well as how your activities will accomplish these objectives.

1. Narrative Description of the Project

a. Proposal

A very brief introduction to what is proposed to be done for the sabbatical. Identify the goals you hope to accomplish. Describe the project you propose to undertake. Show how it fits within the broader context of your discipline. Say why it seems to you to be worth doing.

b. Utilization of Present Knowledge, Available Resources, and Creative Potential

Indicate how you will use your present knowledge, available resources, and your creative potential during your sabbatical. Indicate planning that has already taken place, including contacts made, confirmation of participation, and cooperation from outside agency, if any.

c. Benefit(s) to the community

Discuss how the sabbatical and/or the results of the proposal will benefit the community.

d. Benefit(s) to CCSN

Discuss how the sabbatical and/or the results of the proposal will benefit CCSN. Include any information about how the sabbatical fits in with the mission of CCSN and any exposure or prestige the sabbatical may bring to CCSN.

e. Benefit(s) to CCSN students

Discuss how the sabbatical and/or the results of the proposal will benefit CCSN students. Include any information about materials that may enhance the learning outcomes of students, and whether a new course or course format will result.

f. Benefit(s) to myself

Discuss how the sabbatical and/or the results of the proposal will benefit you as an instructor. Include any information about updating skills or increased knowledge in your field, new skills learned that will be useful in teaching your courses, and anything else related to professional growth and renewal.

2. Objectives

List the measurable objectives/outcomes of the sabbatical.

3. Time Schedule

Give a breakdown of steps and when each will be completed.

4. Additional Information (optional)

State anything else you think will be important for the committee when evaluating your proposal.

SABBATICAL LEAVE PROPOSAL FORM
(Maximum of four pages)

Name _____

1. Narrative Description of the Project

a. Proposal

b. Utilization of Present Knowledge, Available Resources, and Creative Potential

c. Benefit(s) to the community

d. Benefit(s) to CCSN

e. Benefit(s) to CCSN students

f. Benefit(s) to myself

2. Objectives

3. Time Schedule

4. Additional Information (optional)

FINAL REPORT OF SABBATICAL LEAVE ACTIVITIES

To be submitted to the Board of Regents by October 1
following completion of Sabbatical leave.

Part I: Description of Activities and Accomplishments:

Name: _____ Department: _____

Institution: _____ Dates of Leave: _____

Description of Accomplishments:

Current Status of Project:

Other Professional Accomplishments during Sabbatical Leave:

Description of Ways in Which the Leave Will Enhance Your Contribution to the Institution:

Name: _____ Title: _____ Date: _____

Part II: Chief Academic Officer's Committee:

Chief Academic Office:

Name: _____ Date: _____

Part III: All Appropriate Codes and By-Laws have been followed, and a Final Report is on file in the Office of the President.

President:

Name: _____ Date: _____