

Questions often asked by individuals applying for Sabbatical Leave

1. What documents and forms must I complete when applying for a sabbatical?

A completed sabbatical will include a:

- Sabbatical Request Form
- signed and notarized Leave Agreement
- Letter of Support from your Chair or person that evaluates you
- Curriculum Vitae
- Proposal Summary
- Proposal

2. What document formats are acceptable to the committee?

PDF files are the only document format acceptable for submission.

3. Can I submit Microsoft Word, Excel, or other word processing/spreadsheet files?

No, only PDF files will be accepted.

4. When is my application due?

All your completed forms and documents must be submitted in the appropriate Canvas Assignment Link before the **Due Date of 11:59 pm, October 1st.**

Timely document and form submission is tracked in Canvas.

5. What happens if extenuating circumstances prevent me from submitting my form on time?

A fifteen (15) calendar day grace period allows for late submissions.

The **Cutoff Date** for the grace period is **11:59 October 15th**. No submissions will be accepted after the cutoff date. Canvas is set to close the assignment link once the cutoff date and time have expired. Please note that it is possible that a committee member will penalize an applicant for late submissions.

6. What happens if I forget to submit one of the documents and the cutoff date has expired?

Once the cutoff date has expired, documents or revisions to documents will no longer be accepted for any reason.

7. What if I am unsure about downloading forms or submitting documents?

Detailed instructions are provided within each assignment link for downloading any required forms and later submitting a completed form or document. If the instructions are unclear, contact the Sabbatical Leave Committee Chair.

8. Who is allowed to sign the Letter of Support that I obtain from my Supervisor or Chair?

The Letter of Support must come from the individual that evaluates you and has signature authority over your evaluations. For teaching faculty, this will be the Chair or Dean. For the remaining applicants, it will be the Supervisor who completes your evaluation and has signature authority.

9. Can an Assistant Chair sign the Letter of Support?

No. The Letter of Support must come from the individual that evaluates you and has signature authority over your evaluations.

10. What must be contained in the Letter of Support?

The Letter of Support is available as a form in the **Forms and Submissions** module by clicking on the **Download and Submit Letter of Support Form**. This form contains the necessary completion fields and signature line. The individual completing the Letter of Support must include a short (favorable or unfavorable) description of:

- the value of the project to the individual, the department, and the institution,
- and any concerns about the proposed leave period.

11. What do I do if my Chair or Supervisor will not write a Letter of Support?

Do not confuse a Letter of Support with a favorable Letter of support. Your application will not be considered if you fail to submit a Letter of Support completed by your Chair or Supervisor. In these situations, your focus should be on obtaining the Letter of Support; not what it contains. Please note that there is nothing that the committee can do to compel a Supervisor or Chair to write a Letter of Support. In these circumstances, it will be necessary for you to contact the next Supervisor up the chain of leadership for help with finding a resolution to the problem. If necessary, any Supervisor up the chain of leadership can write a Letter of Support that will be acceptable to the committee. However, it is best to find out why your Supervisor or Chair is unwilling to support your sabbatical leave request and, if possible, find a way to satisfy the objection.

12. What do I do if I miss the cutoff date because my Chair or Supervisor didn't give me a Letter of Support in time?

Any missing documents will prevent your application from being considered during the ranking process. It's very important that you remain in touch with your Chair or Supervisor to ensure you receive the document in time for submission.

13. What do I do if my proposal narrative is too long?

Begin by exploring the form to find out what each field requires. It is possible that the fields will help you to organize your narrative such that it will fit in the form. If your narrative will not fit, each field in the form will accept more characters than what is visible. However, it is best to be as succinct as possible when crafting your proposal, which will require a little thought as you write your proposal. Another option would be to include details of your proposal in a second document and include it as part of a packet of documents that can be submitted in the **Assignment** link marked "Submit Other Documents if Needed." Be sure to carefully read the instructions in the Assignment links.

14. What do I do if I feel the committee will not understand my narrative?

There is a possibility that the committee will not have a member that can provide clarity to portions of your proposal. To avoid this situation, make sure to craft it using terms and definitions that are germane to the general education level of the faculty collective. Focus on communicating with an audience that may not understand your subject but is intelligent enough to reason out what you are trying to communicate.

15. Where do I submit my forms and documents?

There are several assignment links that were created within the **Forms and Submissions** module. Each "assignment" may contain a link to a PDF form that can be downloaded and completed. The same assignment link will allow you to upload the completed form or a PDF document. In some cases, such as your Curriculum Vitae, there is no form to download. You will simply be submitting a PDF document. Make sure you are submitting the correct document in the correct **Assignment** link. The Committee does not look at any of the documents until after the cutoff date. Moreover, the committee only looks at the most recent document or form submitted.

16. What do I do if I accidentally submitted all my forms and documents in the same Assignment link?

It is very important that you submit your documents and forms in the correct assignment link. The committee only looks at the last document submitted in any assignment. Consequently, in such cases, it will seem as though you submitted only a single document.

If you discover you submitted all your documents in the same assignment link, simply resubmit each of your documents in their correct location.

17. Does the Committee look at every document that is submitted?

The Committee only looks at the most recently submitted document in any particular assignment.

18. I noticed that there is a grade book. What do the scores in the grade book mean?

The grade book is used by the Chair for organizational purposes. The scores have nothing to do with whether or not a document or form was received or its correctness. Committee members remain unaware of the state of any submission until after the cutoff date. Consequently, it is your responsibility to make sure you have submitted the correct document in the correct assignment link. Once the Committee begins evaluating the applications, there will be no opportunity for you to make a correction.

19. Can I revise any form or document and resubmit it?

You may revise any form or document and resubmit it as long as it is submitted before the cutoff date.

20. What happens if I submit the wrong form or document in the wrong assignment location?

Resubmit the document in the correct location and make sure that all your assignment links have the correct document or completed form.

21. Can I see all the submissions that I've made in a particular assignment?

No, applicants will only be able to see their most recent submission.

22. When does the committee rank my application?

The Committee will begin ranking all the submissions on October 16th. The applications, the final ranking document, and the means used to rank the applicants must be in the President's office by December 1st, which requires that the work of the committee should be completed in the first week of November to give the Vice President of Academic Affairs (VPAA) time to review the outcome and generate a recommendation.

23. What standard is used to rank my application?

A Rubric is used as a standard for determining ranking scores. The rubric is posted in the **Evaluation Rubric** module.

24. Am I guaranteed a sabbatical award if there are more available slots than applicants?

There is no guarantee that you will receive a sabbatical leave appointment if there are more sabbatical leave positions than applicants. The application must demonstrate a sufficient level of scholarship in its narrative while predicting a sufficiently positive impact on the applicant, students, and college to justify an award.

25. Will the college lose future Sabbatical Appointment positions if the college fails to fill all the available positions during this application cycle?

No. The number of positions available for a Sabbatical Leave appointment is based on the number of faculty positions at the institution. Failing to award all the positions available to an institution has no impact on the number of positions available the following academic year.

26. What do I do if I have to reschedule the dates of my sabbatical?

A form is available in the **Changing Sabbatical Leave Dates** module. Download and complete the form and give it to your Chair for signature. The Chair will then forward the form to your Dean for Signature, who will forward copies to Human Resources and the VPAA. The sabbatical leave committee does not receive the form. The committee only ranks the applicants.

27. What do I do if I can't take my awarded sabbatical?

Contact your Chair, Dean, VPAA, and Human Resources and let them know. The VPAA will advance the next potential recipient to your position.

28. I heard that the Sabbatical Leave Agreement is a Contract. Is this true?

Yes. Once signed before a notary, the Sabbatical Leave Agreement becomes part of your teaching contract with the college, which binds you to a commitment to write a Sabbatical Leave Report, and continue working for the college for one year after you return from sabbatical leave. Failing to complete your obligations under the agreement will likely result in an obligation to reimburse CSN for the amount of compensation (salary and benefits) you received while on leave.

29. What are my obligations to the college when I return?

You must complete the Sabbatical Leave Report form, and continue working for the college for one year after you return from sabbatical leave. You are also expected to give a short oral report of your sabbatical leave experience and outcome at convocation.

30. What happens if I fail to keep my obligations after I return from a sabbatical?

You will be obligated to repay CSN the amount of compensation (salary and benefits) that you received while on leave.

31. What is a Sabbatical Leave Report?

The Sabbatical Leave Report is a form that must be completed by individuals returning from sabbatical. It has several fields along with locations for the Chair and Dean to indicate satisfaction with the report. The form also includes signature locations for the president and applicable NRS Statutes, Board of

Regents Handbook Titles, and CSN Sabbatical Leave Policies governing the Sabbatical Leave Report and its contents.

32. When is my Sabbatical Leave Report due?

Your report is due 30 days after you return from your sabbatical. The return date is the first day of convocation. It is suggested that you work on your report while on sabbatical or complete it as part of your final sabbatical activities before you return. This will ensure the report will be completed on time and available for submission while providing you with material for your oral report. The **Return from Sabbatical** module contains a Return_Timeline.pdf document, which details the deadline information.

33. Who receives my Sabbatical Leave Report?

The sabbatical leave report is submitted to the Chair for evaluation, who forwards it to the Dean for evaluation, who will forward it to the VPAA, who will forward it to the President.

34. Is my Sabbatical Leave Report evaluated?

Yes. It is evaluated by both the Chair and Dean.

35. Can I take a sabbatical the semester before I retire or leave the College?

No. You must commit to one additional year of service to the college after you return from your sabbatical. Consequently, using sabbatical leave as a terminal step before ending your service to the college is a violation of the Sabbatical Leave Agreement.