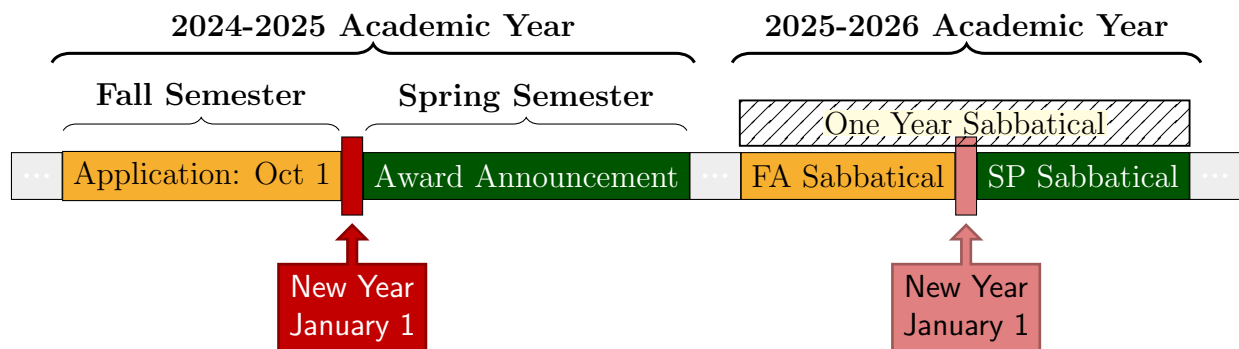


## *General Instructions for Submitting Sabbatical Leave Applications*

Tenured faculty who have completed *six years of service* to the college since their hire date or last sabbatical are eligible to apply for Sabbatical Leave. The entire process takes two academic years. Candidates submit their application during the fall semester of the first academic year. Awardees enjoy their sabbatical appointment during the second academic year.



Tenured faculty who want information about applying to take sabbatical leave in the Fall 2025, or Spring 2026, or the entire 2025-2026 academic year should start by:

1. Contacting Human Resources to make sure you are eligible.
2. Contact the Chair of the Sabbatical Leave Committee to obtain access to the Canvas Sabbatical Leave Application Shell: Sabbaticals 2024-2025.
3. Contact your Department Chair and request a letter of support. A form is available to make it easier for the chair or dean to complete minimum information required by policy. **Note:** *this letter MUST come from your Chair or Dean. It cannot come from an assistant chair.*
4. Read the *Sabbatical Leave* section (two pages) of the Nevada System of Higher Education, Board of *Regents Handbook* (Title 4, Chapter 3, Section 14).<sup>1</sup>
5. Read the *CSN Faculty Sabbatical Leave Policy*<sup>2</sup>
6. Contact the Sabbatical Leave Committee Chair and request access to the Canvas Sabbatical Leave Shell.

<sup>1</sup>See: <https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/>

<sup>2</sup>See: <https://at.csn.edu/sabbatical-leave>

7. Activities to be completed in the Canvas Shell:

- (a) Read the Getting Started page (button available on home page).
- (b) Download, complete, and submit the following:
  - *Sabbatical Request Form*
  - *Leave Agreement (Notarized)*
  - *Chair's Letter of Support*. A form is available to help the Chair craft a support letter.  
(**Teaching Faculty Note:** this letter **MUST** come from your Chair or Dean.)
  - *Proposal Summary* (one page)
  - *Proposal*
  - Your *Curriculum Vitae*

- The *Evaluation Rubric* used by the committee to evaluate applications is posted in Canvas.

#### Very Important Considerations

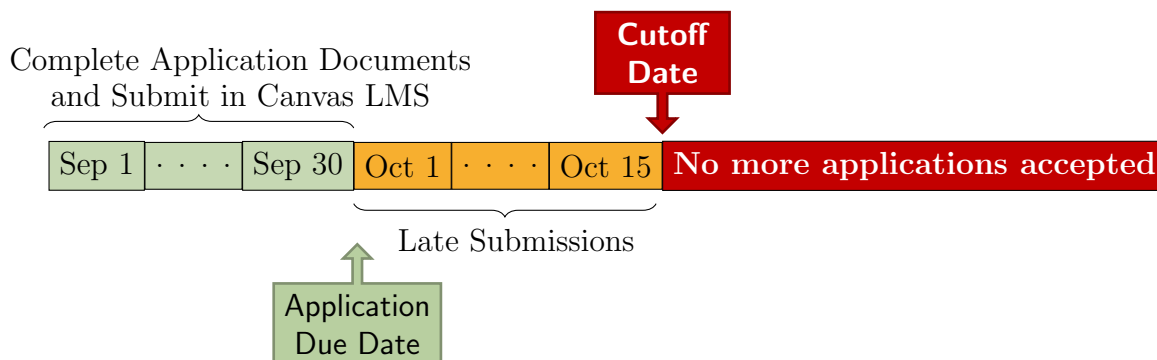
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- Be sure to consult the rubric as you develop your narrative for your proposal. The committee has received past proposals where it was very difficult to enter a high score on many of the items, which resulted in a low evaluation score.
- Remember, your project should be significant, but not overwhelming. It should clearly benefit the students, the college, and yourself.
- If you are having trouble crafting narrative that you believe will receive a good evaluation, please reach out to the committee Chair or any of the members for help.
- Lastly, be sure to submit your application documents on time. The cutoff and due dates are strictly enforced for a variety of reasons.

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## Timeline:

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The demands that accompany work in higher education keep everyone very busy. With that in mind, we will strictly adhere to the following schedule:

Activity	Date
Sabbatical opportunity announcement	between September 1 <sup>st</sup> and September 15 <sup>th</sup>
Accepting candidate submissions	September 15 <sup>th</sup> to October 1 <sup>st</sup>
Application submission deadline	October 1 <sup>st</sup>
Cutoff date for late submissions	October 15 <sup>th</sup>
<b>Close Canvas Submission Links!<sup>a</sup></b>	October 15 <sup>th</sup> , 11:59 <sub>pm</sub>
Sabbatical Committee ranks applications	October 16 <sup>th</sup> to November 30 <sup>th</sup>
Submit ranking results to VPAA	December 1 <sup>st</sup>
President's final approval	January
Dispensation Notification	sometime after President's final approval.

<sup>a</sup> **Once the submission links are closed no more applications will be accepted.**

After you return from your sabbatical, be certain to complete the *Required Sabbatical Report* and submit it to your department Chair and Dean within thirty (30) days of returning from leave.

You will also be expected to deliver a short oral report of your sabbatical leave experience during convocation. I know that some are a little uncomfortable giving oral reports. Keep in mind that it will be very short (15 minutes at the longest), be informal, and will be beneficial to those considering sabbatical.

If you have any questions, please feel free to contact the Sabbatical Leave Committee Chair, Dr. David Brodersen, or any member on the committee (<https://www.csn.edu/facultysenate/sabbatical-leave>).