

Instructions for Submitting Sabbatical Leave Applications

Tenured faculty who want information about applying for sabbatical leave should start by reading:

- 1) the CSN Faculty “Sabbatical Leave Policy”, and fill out “Sabbatical Request Form”.
- 2) the “CSN Sabbatical Leave Proposal Review Criteria” (attached to the CANVAS Shell).
- 3) Sabbatical Leave section (two pages) of the Nevada System of Higher Education, Board of Regents Handbook (Title 4, Chapter 3, Section 14).

Please also ask for help on formulating your sabbatical proposal by talking with or emailing the Sabbatical Committee members or chairperson .

Timeline:

September 1 --proposals submitted to the Sabbatical Committee prior to this date will receive an initial review for completeness to confirm receipt of the six parts of an application package:

- 1) “Access Request to CANVAS Shell” all applicants must fill out “Sabbatical Request Form” to start the application procedure. – see contact information below
- 2) Multi-page “Sabbatical Leave Proposal Form” – uploaded to CANVAS shell
- 3) Single-page “Sabbatical Leave Proposal Summary” – uploaded to CANVAS shell
- 4) Letter of support from your department chair or supervisor – uploaded to CANVAS shell
- 5) Curriculum vitae (CV) or a current resume
- 6) Single-page “College of Southern Nevada Sabbatical Leave Agreement” – signed, notarized, uploaded

September 2 - October 15 --if you submit an application for Sabbatical Leave between these dates, the Sabbatical Committee may assist you with your application as their available time permits.

October 15 – application deadline for sabbatical leave in following academic year

October 16 – November 30 – Sabbatical Committee ranks applications.

December 1 - results are forwarded to the VPAA who will submit the prioritized results with her/his recommendation to the President for consideration.

January -following final approval, the President will notify the candidates of approval or denial in the Spring Semester.

Following fall/spring semester –after your sabbatical, be certain to complete the Required Sabbatical Report and turn it in to CSN Human Resources Department. It is due by October 1.

Applicants shall start the submission of their request for sabbatical leave by completing an “Access Request to CANVAS shell for Sabbatical Applicants” --printed out, signed, and scanned--or electronically signed--and attached as an email to:

1. Sabbatical Leave Committee Chairperson [link to Faculty Senate Leadership website with current e-learning senior analyst, Michelle.Chan@csn.edu , for CANVAS access and committee chair's email address – Ken.Betita@csn.edu.
2. Upon receipt of your "Sabbatical Request Form," you will be sent a CSN email invitation to join the "Sabbatical Leave" CANVAS shell.
3. If you do not receive an invitation to the CANVAS shell within one week, please email your completed and signed "Initial Application for Sabbatical Leave" to the Faculty Senate Chair [link to Faculty Senate Leadership website] for follow up.

Do not try to submit application outside the CANVAS shell, it will not be accepted.