UNIVERSITY OF NEVADA, RENO
FACULTY SABBATICAL LEAVE APPLICATION

NAME: 
DATE: 
COLLEGE/ 
DEPARTMENT: 
DIVISION: 

Type of Contract:  
A  
B  
Rank/Range: 

Length of requested leave: 
(1) Full year at two-thirds salary  
(2) One-half year at full salary 

Semester: Fall  
Spring 

Academic year or semester of last paid sabbatical or professional development leave:

Complete this application, following the template. The section titled “Proposal” should not exceed six single-spaced pages in 12-point typeface. Use the template section headings. Applicants may delete the instructions that follow the headings to allow more room for the proposal.

Sabbatical Leave Instructions provides information on the application process and additional materials (e.g., supporting letters and CV) that are required.

See “Guidelines for a Successful Sabbatical Application” for additional guidance in preparing your application.

I agree to the obligations and conditions contingent to sabbatical leave as set forth in the current University of Nevada, Reno, Administrative Manual, which includes the obligation of filing a written report with the Executive Vice President and Provost, the Dean/VP, and Department Chair or Supervisor. In accordance with NRS 284.345, if I am granted a leave, I agree to immediately return to paid employment with the University of Nevada, Reno for a period of time not less than that required by my most recent contract of employment.

____________________________
Signature of Applicant
PROPOSAL

Accomplishments Since Last Leave/Appointment (35%). If you have previously been granted a sabbatical or professional-development leave, briefly describe your accomplishments since that leave. Illustrate as appropriate how the previous leave enhanced your scholarship or artistry. If this is your first application for a leave, briefly summarize your accomplishments since joining UNR. In either case, this section should clearly demonstrate a strong record of scholarship or artistry and should provide the foundation for the proposed project.
**Purpose of the Leave and Anticipated Outcomes (25%).** State goals clearly and in a way that can be understood by a general audience. Clearly state the purpose of the leave request and the time period of the leave. Articulate the benefits and value of the project, how it will benefit your scholarship or artistry, and why the leave is justified. Indicate why the proposed outcomes are likely to be achieved. Provide appropriate, but not extensive, scholarly references that place your proposal in its scholarly or creative context.
Plan/Methodology (25%). Provide a brief but clear methodology and plan for the project and leave period. Demonstrate how your plan will allow you to achieve your goals. Provide a timeline for any research travel that would occur during the sabbatical and explain how it aligns with your goals. Indicate how you will cover your travel expenses, if any. Identify collaborators, if applicable, and their role in achieving your goals. Indicate any pending or planned applications for additional monetary support for the proposed leave project.
Benefit to the University and Impact on the Discipline (15%). Describe how the results of the leave will be of benefit to the department, college, or university and improve your effectiveness as a faculty member. Make explicit, relevant and demonstrable connections to the goals of the department and the university. Clearly state the anticipated effect on your discipline.