UNIVERSITY OF NEVADA, RENO

DIRECTIONS FOR SUBMITTING

SABBATICAL LEAVE APPLICATIONS

Applicants shall submit the following to the department chair/supervisor by the department/unit deadline:

a. Completed, signed application

b. An abbreviated CV (maximum of 4-6 pages) that provides the following information:
   • Education (institutions, degrees, and year awarded).
   • Professional positions held.
   • Publications with complete citation data, including dates and page numbers, co-authors, etc.
   • Professional papers, talks, and exhibitions or performances.
   • Other research, scholarly or creative effort.
   • University service activities, including departmental, college, university and system duties and committee assignments.
   • Professional service.
   • Community service.
   • Memberships in professional organizations (include dates and any offices held).
   • Other professional activities of note (editing journals, reviewing, etc.).
   • Other significant accomplishments and recognitions.

c. Letters:
   • If the applicant plans to conduct work elsewhere during the leave, then provide letters of support from individuals or institutions that will host the applicant during the leave period.
   • If the applicant will receive monetary support from internal or external sources in addition to sabbatical salary and department/college/university funding for research travel, then include appropriate letters that describe this support.

d. Report of last sabbatical/professional development leave (if applicable).

Do not submit applications in binders or include supplemental materials not requested in these directions.

The Department Chair/Supervisor shall:

a. Prepare a Letter of Evaluation for the application. The chair’s letter must address all questions on the Letter of Evaluation form. The chair must evaluate and rank the application and justify the evaluation and ranking in terms of the criteria for leaves.
b. Submit all complete applications and supporting documents from the department/unit to the dean/vice president by the college/division deadline.

The Dean/Vice President shall:

a. Evaluate and rank each application from the college/division and justify the evaluation and ranking in terms of the criteria for leaves.

b. Submit all complete applications and supporting documents from the college/division to the Office of the Provost by the date specified on the Academic Affairs Calendar.

The Office of the Provost will review the applications for completeness, provide the Professional Development Leave Committee members with electronic copies of all completed applications, and schedule meetings of the committee.

The Professional Development Leave Committee chair will convene the committee to review the applications. The committee will evaluate the proposal using the criteria specified on the application form and the review criteria on the last page of this document.

The committee's recommendations, in a rank-ordered list, will be submitted to the Executive Vice President & Provost. The Executive Vice President & Provost makes the final decision on leave applications.
SABBATICAL LEAVE APPLICATION
REVIEW CRITERIA
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Accomplishments since last leave/initial appointment (35 points).
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 pts).
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 support your proposal.

Plan/Methodology (25 points).
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 time-line for travel that 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. Provide letters of support from
collaborators or institutions. 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 points).
Describe how the outcomes will benefit the department, unit, or the university and improve
effectiveness as a faculty member upon completion of the leave. Make explicit, relevant and
demonstrable connections to the goals of the department and the university. Clearly state how
the outcomes will impact your discipline.