**FACULTY SENATE GUIDE SHEET FOR**
**FACULTY DEVELOPMENT, SABBATICAL LEAVE APPLICATIONS**

**NOTE:** APPLICATIONS ARE AVAILABLE ONLINE OR IN THE FACULTY SENATE OFFICE FDH-220.

**RESPONSIBLE ADMINISTRATOR:** Faculty Senate  
**RESPONSIBLE OFFICE:** Faculty Senate Office  
**ISSUED:** Aug 2016  
**HTTP://FACULTYSENATE.UNLV.EDU**

<table>
<thead>
<tr>
<th>FACULTY DEVELOPMENT LEAVE</th>
<th>SABBATICAL LEAVE</th>
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<tbody>
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<td><strong>APPLICATION SCHEDULE</strong></td>
<td>Applications are due in the Faculty Senate Office (FDH 220) by Noon on the 1st Thursday in October. Application to be submitted electronically. Support letter from chair and/or dean encouraged but not mandatory. Letter(s) to be included in application packet.</td>
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| **AWARD CRITERIA** | Primary criteria for consideration are:  
1. Likelihood of the success of the applicant in developing new competencies or areas of expertise as the proposal outlines.  
2. Impact on the goals and missions of a program, department and college, along with strong support from the department and college of the applicant.  
Secondary criteria for considerations are:  
1. Feasibility of the project.  
2. Provide evidence of the ability to complete the project within the proposed time frame. | Sabbatical Leaves are awarded based on:  
1. Description of Activity  
   a. Summary/Timeline.  
   b. Value.  
   c. Letters.  
2. Teaching.  
3. Research.  
4. Service. |
| **ELIGIBILITY FOR FIRST-TIME APPLICATION** | Tenure-track faculty:  
Sixth academic year of tenure-track employment.  
Faculty hired with tenure:  
Third academic year of employment as nonadministrative faculty.  
Nontenure-track faculty:  
Sixth academic year of full-time employment. | Tenure-track faculty:  
Sixth academic year of tenure-track employment. |
| **ELIGIBILITY FOR SUBSEQUENT APPLICATION** | Sixth academic year of service after return to full-time status.* |

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*After completion of either type of leave, a faculty member must serve a minimum of six years in full-time service before becoming eligible for another leave of either type. Application for another leave may be made during the sixth year of full-time service. The applicant may only apply for one leave at a time.*