

Faculty Senate Faculty Development Leave Committee

Application for Faculty Development Leave

I General Information

Name: _____ Rank: _____

College: _____ Department: _____

Term of requested leave: Full year at 2/3 salary _____ Half year at full salary _____

Date of requested leave: _____

Academic year of appointment at the NSHE: _____

Tenure status at the time of appointment: Tenured: ___ Tenure Track: ___ Non-tenure Track: ___

Date(s) of previous faculty development leave(s) and/or sabbatical leave(s):

Date: _____ Type of leave: _____

Date: _____ Type of leave: _____

Summary of proposal:

I agree to the obligations and conditions contingent to Faculty Development Leave as set forth by the University and Community College System of Nevada.

Signature of Applicant

Date

II Department Chair's Evaluation

A. Assess: (1) how the project would increase the applicant's effectiveness; (2) how it would benefit the university; and (3) its feasibility.

B. Comment on the applicant's performance in teaching, research, service or other duties as applicable.

C. Comment on work done during previous leaves at UNLV taken by the faculty member (where applicable).

D. Recommended: _____ Not Recommended: _____
Attach letter of explanation if desired. The letter must be placed in the application packet.

Department Chair

Date

III Dean's Evaluation

A. Assess the proposal's appropriateness, merit, and comment on the applicant's accomplishments.

B. Recommended: _____ Not Recommended: _____
Attach letter of explanation if desired. The letter must be placed in the application packet.

College Dean

Date

2001/2002/2003/2004/2005/2006

PREPARATION OF FACULTY DEVELOPMENT LEAVE APPLICATION

The successful applicant should be able to show the project is likely to result in improved effectiveness as a faculty member, and supporting the project is in the best interest of the department, college, and university. The applicant should:

- Craft a thoughtful and detailed proposal that is highly feasible.
- Provide a vita that highlights commitment to the university and his/her discipline.
- Show strong support from the department and the college.

I The APPLICANT for Faculty Development Leave is responsible for:

- Completing and signing the cover form.
- Providing a detailed description of how the applicant will use the leave time. It is essential that sufficient detail be provided for the committee's evaluation. It is the applicant's responsibility to provide evidence that prior arrangements have been made with any person or institution mentioned in the proposal.
- Supplying a vita which follows the university approved format (shown below).
- Including information about accomplishments from any previous paid leave or reassignment while at UNLV (if applicable).
- Submitting the proposal as outlined above to the department chair.
- Submitting the required number of copies of the application packet plus the original application to the Faculty Senate Office by Noon on the first Thursday in October. The original proposal and required copies must be tabbed and bound (**no three-ring binders**).

Standard Curriculum Vita Format

Name: Present title:
Present rank: Date of present rank:
College: Department:
Degrees—dates and institutions where awarded:
Employment history:
Teaching activities—courses taught:
Professional papers presented:
Publications, performance or creative activities, where appropriate:
(1) In refereed journals: (2) Other professional publications:
Research, scholarly or creative effort in progress:
Summary of institutional committee board assignments:
Summary of other assigned institutional duties:

II The DEPARTMENT CHAIR is responsible for :

- Completing the Faculty Development Leave Department Chair Evaluation Section II of the application.
- Submitting the completed evaluation to the Dean.

III The DEAN is responsible for :

- Completing the Faculty Development Leave Dean Evaluation Section III of the application and returning the signed proposal to the applicant.

POLICY OF FACULTY DEVELOPMENT LEAVE PROGRAM

I **Statement of Purpose**

The goals of the Faculty Development Leave Program are:

- A) To allow faculty to respond to changes in the goals and mission of a program, department, college, or the university.
- B) To enhance their competencies, areas of expertise. Faculty members may submit proposals to develop teaching competencies and curricular programs through such means as research, specialized instruction, technological or creative activity.

II **Types of Projects**

Proposals involving research, specialized instruction, technological training or creative activity will be afforded equal status in the review process. Applicants must seek to enhance their skills or areas of expertise. A Faculty Development Leave may not be used for the purpose of obtaining an advanced degree, professional certification, licensing or advancing personal research projects. The leave may be taken at another institution or completed at UNLV. Faculty may apply for one semester leave at full salary or for a full year's leave at two-thirds salary.

III **Eligibility**

Tenure track faculty may not apply until the sixth academic year of their tenure-track employment. Faculty hired with tenure as nonadministrative faculty status may apply for a Faculty Development Leave anytime after three academic years of full-time employment. Non-tenure track faculty with a longstanding relationship with the university, a minimum of six academic years of full-time employment, will be eligible to apply for a Faculty Development Leave. All applications must be complete to be considered. After a Faculty Development Leave award, subsequent eligibility to apply for a Faculty Development Leave or Sabbatical Leave will not occur before the sixth academic year of service after return to full time status. Only one proposal may be submitted per application for a given award period. Faculty may not apply for a Faculty Development Leave and Sabbatical Leave for the same award period. Members of the Faculty Senate Faculty Development Leave Committee may not apply until after the completion of their two-year term. Applicants must agree to return to full time employment for a period of one year after completion of a Faculty Development Leave.

IV **Award Criteria**

Applications will be reviewed by the Faculty Development Leave Committee, a standing committee of the Faculty Senate.

Primary criteria for consideration are:

- A) Likelihood that the applicant will be successful in developing new competencies or areas of expertise as the proposal outlines.
- B) Impact on the goals and missions of a program, department, and college along with strong support from the department and college.

Secondary criteria for considerations are:

- A) Feasibility of the project.
- B) Evidence provided of the applicant's ability to complete the project within the proposed time frame.

There are times when the number of applications greatly exceeds the number of faculty development leaves available. Thus, not all applicants will be granted a development leave. It is strongly recommended that faculty interested in pursuing a leave attend the workshop presented by the Faculty Development Leave Committee during the spring semester. At this time, the guidelines, criteria, and weighting of applications will be more fully described. Leave recommendations from the committee are not grievable.

V **Application Process and Deadline**

- A) The Applicant develops a proposal and submits it to the Department Chair.
- B) The Department Chair forwards review of the proposal to the College Dean.
- C) The College Dean submits evaluative comments and the signed proposal to the applicant.
- D) The Applicant is required to submit the correct number of copies plus the original application to the Faculty Senate Office by *Noon on the first Thursday in October*. The original proposal and required copies must be tabbed and bound (no three-ring binders). The deadline for completed applications will be strictly enforced.
- E) The Faculty Development Leave Committee makes recommendations to the Executive Vice President and Provost.

VI **Project Follow-up**

Within four months of completion of the leave, the faculty member is required to send copies of the project follow-up report to the Faculty Senate Office and to the Executive Vice President and Provost. The mandatory report is to include a copy of the original proposal and is to summarize activities of the project and evaluate accomplishments towards the stated goals.