

To: Members of the Faculty  
From: Priscilla P. Nelson, Provost  
Re: Guidelines for Sabbatical Leave for AY 2008 – 2009  
Date: August 20, 2007

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The intent of NJIT's sabbatical policy is to promote a faculty member's professional career development through research, scholarship, and other intellectual activities. Our sabbatical policy supports the faculty growth that enables the university to carry out its mission more effectively.

Each year the Committee on Sabbatical Leaves receives a significant number of applications for sabbatical leave. To assist the committee in conducting a fair and complete evaluation of all applications, applicants are asked to follow the guidelines to prepare a sabbatical leave proposal.

Two documents (attached) have been prepared to assist faculty in developing their proposals for sabbatical leaves: (1) Guidelines for Sabbatical Leave Applications and (2) Sabbatical Leave Questionnaire and Abstract. Applicants need to complete the Sabbatical Leave Questionnaire, prepare a detailed sabbatical leave proposal, and provide all the information listed in the attachments. Any other relevant information that will be useful in evaluating an applicant's request for a sabbatical leave is also welcome. Sabbatical leave proposals must be submitted to department chairs by **September 20, 2007**.

Activities other than those proposed in the approved sabbatical leave proposal must receive prior approval. Any changes to an approved sabbatical proposal must have the approval of the chair, dean and provost. Should there be any substantive changes to an approved proposal, those changes must receive the approval of the Committee on Sabbatical Leaves in addition to the chair, dean, and provost.

Faculty members may supplement their proposal to include new information documenting their plans for sabbatical leave up to **November 14, 2007**.

The following timetable should be used for submitting requests for sabbatical leaves:

1. The sabbatical leave proposal, together with the questionnaire and abstract must be addressed to the provost and submitted to the department chairperson (for NCE, CSLA and CCS or to the dean (for SoA and SoM) by Thursday, **September 20, 2007**.
2. The department chairperson (for NCE, CSLA and CCS) should forward the sabbatical leave proposal(s) together with the questionnaire and abstract with his/her recommendation(s) to the dean of the college by Friday, **October 5, 2007**. The letter of transmittal must include an order of preference for those applicants within the department if more than one proposal is endorsed.
3. The dean should forward the sabbatical leave proposal(s) together with the questionnaire and abstract with his/her recommendations to the Committee on Sabbatical Leaves, Office of the Provost, no later than Thursday, **October 18, 2007**. **The letter of transmittal should include an order of preference for those applicants within the college.**
4. If there is a negative recommendation from either the chair or the dean the applicant must be informed immediately by the author of the negative recommendation. In any event, the applicant's sabbatical leave proposal packet must still be forwarded to the Committee on Sabbatical Leaves no later than **October 18, 2007**.
5. **November 14, 2007** is the last date to supplement proposals to include new information documenting plans for a sabbatical leave.
6. The Committee will meet before the end of the Fall 2007 semester to prepare the recommendations on sabbatical leave awards. These recommendations must be forwarded to the Provost by January 8, 2008.
7. The list of those recommended for sabbatical leave will be presented to the Board of Trustees at the first meeting of the **Spring 2008** semester.

## GUIDELINES FOR SABBATICAL LEAVE APPLICATIONS

Sabbatical applications consist of five sections, to be submitted in the following order:

- (I) Sabbatical Leave Questionnaire and Abstract
- (II) Table of Contents
- (III) Letter of Intent
- (IV) Sabbatical Leave Proposal (with supplementary material)
- (V) **Previous Sabbatical Leave Documents**

### I. Sabbatical Leave Questionnaire and Abstract (see attached form)

Please note the abstract is 100 to 200 words to serve as a summary only.

### II. Table of Contents

A table of contents listing all subsequent items in the application will help ensure that all items listed are present in the application that the Committee on Sabbatical Leaves receives and will allow easy access to particular items

### III. Letter of Intent

This is a signed statement declaring:

- (i) applicant's intent to return to NJIT after the completion of sabbatical leave, should it be granted.
- (ii) applicant's assurance that a final report, describing the results of the leave, along with copies of any completed work, will be supplied to the Committee on Sabbatical Leaves, the Chair of the Department, the Dean of the College and the Provost no later than the end of the semester following the return to the campus.

### IV. Sabbatical Leave Proposal (narrative and supplementary materials)

All sabbatical leave proposals should include:

- (i) Description of:
  - a) Purpose of the proposed leave;
  - b) Expected ultimate result(s), and anticipated dates of result(s);
  - c) Recent activity by the applicant relevant to the leave project.
- (ii) Updated curriculum vitae in NJIT format (a copy of the format is available in the provost's office)
- (iii) Any supplementary information related to proposal (including letters of invitation, book contracts, previous articles related to sabbatical project); regardless of the purpose of the proposed leave, all items deemed by the applicant to be helpful to the proposal should be included.

If the proposed leave is **to conduct research**, the following questions should be answered:

- (i) What is the nature of the research?

- (ii) What is the applicant's background in the proposed area of research (practice, publications, related research, etc.)?
- (iii) Where will the work be done? Have arrangements been made to secure the facilities necessary to conduct the research? Please attach copies of relevant correspondence.
- (iv) What benefits will accrue to the university as a result of the research?

If the proposed leave is for **writing a book**, the following questions should be answered:

- (i) Has a contract been signed with a publisher? If so, provide copies of the first and last pages of the contract.
- (ii) Have any publishers been contacted? If so, provide letters indicating their reactions.
- (iii) What is the status of the project? Copies of the outline plus a few completed chapters should be provided.
- (iv) Will the book be finished during the leave? If not, please indicate when will it be finished?

If the proposed leave is for **other professional writing** (articles, chapters, notes, etc.), the following questions should be answered:

- (i) What is the nature of the materials to be prepared?
- (ii) What will be written during the leave?
- (iii) What is the expected value to the university of the result of this effort?

#### **V. Previous Sabbatical Leave Documents**

For each previous sabbatical leave granted, please include copies of:

- (i) The approved application
- (ii) The post sabbatical report that was submitted to the Committee on Sabbatical Leaves following the return to campus;
- (iii) The letter from the Chair of the Committee on Sabbatical Leaves accepting or rejecting the post sabbatical report.

## SABBATICAL LEAVE QUESTIONNAIRE AND ABSTRACT

1. Name: \_\_\_\_\_ Dept: \_\_\_\_\_
2. What are the dates of your intended sabbatical? \_\_\_\_\_
3. Year of Joining NJIT \_\_\_\_\_  
Number of previous sabbatical leaves \_\_\_\_\_  
Year(s) of previous sabbatical leave \_\_\_\_\_
4. For research or experience outside NJIT, is there an offer indicating you are invited to join the research group or company? If so, please give details of research (site, group, university, company).
5. If writing a book, do you have a contract? \_\_\_\_\_
6. In 100 to 200 words, state what you intend to accomplish on the Sabbatical.

# REQUIRED CURRICULUM VITAE FORMAT SABBATICAL LEAVE

NAME:

Home Address:

No. Street Apt. #

City, State, Zip

Home Telephone:

Home e-mail address:

Faculty Address:

Faculty Rank:

Primary Department:

Office Telephone:

Campus e-mail address:

Joint Appointment(s):

## I. EDUCATION

### Formal

Degree	Area	Year Granted	College/University

### Other Education/Special Courses

Course	Location	Description	Date

## II. RESEARCH INTERESTS

### III. EXPERIENCE

#### A. **Academic Appointments**

(including joint appointments and formal post doctoral positions)

Title	College/University	Date	Tenure (Date)

#### B. **Non-academic Employment**

Title	Employer	Date

#### C. **Consulting**

Organization and/or nature of work	Employer	Date

**IV. TEACHING ACTIVITIES**

- A. Classroom Evaluations, (submit results per course)
- B. New Course(s) Developed

Course	Title	Dates Offered

- C. Manual(s) Developed and Course or Laboratory Notes
- D. Teaching Related Publications
- E. Research Supervision – List names and years for undergraduate, MS and PhD students and Post-Docs. Include those for whom you served as research supervisor for thesis, dissertation or research project.
- F. Other Pertinent Materials (e.g. Course Supervision)

**V. SCHOLARLY ACTIVITIES** (provide in chronological order, newest publications first)  
List author’s names in the sequence as they appear in print. Underline primary author.

- A. 1. Published Books** (reviews/adoption lists may be submitted)

Author(s), Title, Publisher, Publication Year, No. Pages

- 2. Published Book Chapters**

Author(s), Chapter Title, Text Title, Editor, Publisher, Location, Year, Page Nos.

- B. 1. Published Refereed Journal Papers**

Author(s), Title, Journal, Vol., No., Date, Page No., Type of review (peer, editor)

- 2. Published Refereed Conference Papers**

Author(s), Title, Name of Conference, City, State, Country (if foreign), Vol., No., Date, Page Nos., Type of review (peer, editor)

**3. Published Refereed Conference Abstracts**

Author(s), Title, Name of Conference, Organizing Society, City, State, Country (if foreign), Vol., No., Date, Page Nos., Type of review (peer, editor)

**C. 1. Published Non-Refereed Journal Papers**

Author(s), Title, Journal, Vol., No., Date, Page Nos., Type of review (peer, editor)

**2. Published Non-Refereed Conference Papers**

Author(s), Title, Name of Conference, Organizing Society, City, State, Country (if foreign), Vol., No., Date, Page Nos., Type of review (peer, editor)

**3. Published Reports, etc.**

Author(s), Title, Submitted to (Agency, Organization Address), Submitted by (Organization, Address), Date, Page Nos.

**4. Published Abstracts (if not included above)**

Author(s), Title, Journal, Vol., No., Date, Page Nos., Type of review (peer, editor)

**D. Published Reviews**

Author(s), Title, Journal, Vol., No., Date, Page Nos., Type of review (peer, editor)

**E. Professional Presentations (Underline Presenter)**

Author(s), Title, Conference/Organization, Location, Dates, (Invited?)

**VI. PROPOSALS AND GRANTS (Roles: **PI**: Principal Investigator, **CP**: Co-Principal, **I**: Investigator)**

**AWARDED**

Role	PI (if not you)	Agency	Title	Amount	Date of Award

**SUBMITTED**

Role	PI (if not you)	Agency	Title	Amount	Date Submitted

**VII. PATENTS AWARDED**

Author(s)	Title	Patent Number	Date

**VIII. PROFESSIONAL LICENSES**

**A. Professional Licenses**

Title	State or Country	License Number	Active/Inactive	Date

**B. Certifications**

Title	Certifying Agency	Certification Number	Last Re-certification Date

**IX. SERVICE ACTIVITIES**

- A. University
- B. Department
- C. Peer reviewing activity (list papers, proposals, books, etc.)
- D. Editorial Activity
- E. Community/Government

F. Professional Societies

G. Other

**X. HONORS, AWARDS, AND LISTINGS**

**XI. STATE YOUR MOST SIGNIFICANT CONTRIBUTIONS TO YOUR FIELD SINCE LAST SABBATICAL LEAVE.**

**XII. MISCELLANEOUS**

A. Annual faculty reports for last five years

B. Any other pertinent activity