



To: Members of the Faculty
From: Ian Gately, Provost and Senior Vice President for Academic Affairs
Re: Guidelines for Sabbatical Leave for AY 2012 – 2013
Date: August 9, 2011

A handwritten signature in black ink that reads "Ian Gately". The signature is written in a cursive style and is positioned to the right of the "From:" line in the header.

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

The basis for the sabbatical leave program at NJIT is established in section 2.12 of the Faculty Handbook:

2.12 Sabbatical Leave

The purpose of having a system of sabbatical leaves at New Jersey Institute of Technology is to increase the effectiveness of a faculty member's university service as well as to afford them an opportunity for professional development by relieving them of all normal campus activity. This philosophy is in consonance with the University Board of Trustees endorsement which was expressed as "further evidence of the Board's continuing interest in the professional development of the faculty."

2.12.1 Reasons for Granting Leave

Consideration for granting leaves should be given to, but not limited by, the following reasons: creative activity, study, writing, and research. No priority has been assigned since it is felt that each application will be evaluated on its own merit and in light of existing circumstances. Completion of the requirements for a degree shall not be considered a valid reason.

2.12.2 Eligibility

- To be eligible for sabbatical leave, an applicant shall have served a minimum of six continuous years on the faculty of New Jersey Institute of Technology and shall have tenure.
- No member shall receive more than one sabbatical leave within any given six year period.

2.12.3 Awards, Options, and Implications

- The recipient may be awarded a sabbatical leave for an academic year at 80% of salary or for a semester with full pay with all rights and benefits of regular employment continuing in either option. The acceptance of sabbatical leave obligates the recipient to serve as a member of the university staff for a least one year following the completion of the sabbatical leave or to reimburse the university for all salary paid during the sabbatical leave.
- A faculty member shall not be granted a sabbatical leave which would take place during a retirement year or terminal appointment.
- A report on the activities of the faculty member during the leave shall be submitted to the Department Chair or Dean if there is no Chair, no later than the end of the first semester following his/her return. After reviewing the report, the Department Chair will forward the report to the appropriate dean who will then forward it to the office of the Provost for review by the University Committee on Sabbaticals.

Our sabbatical program does constitute an investment for NJIT, and involves reassignment of university human resources. As such, applications for sabbatical leave will be considered carefully by both the administration and the University Committee on Sabbaticals. The University Committee is charged to consider well the recommendations of the Chair and Dean including the impact of reassignment of teaching and administrative responsibilities during sabbatical, the quality of previous sabbatical experience(s), and the quality of the proposed sabbatical experience.

To assist the Committee on Sabbatical Leaves in conducting a fair and complete evaluation of all applications, each applicant is asked to follow the guidelines below in preparing his/her 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 (NCE, CSLA, and CCS) or Deans (CoAD, SoM) by **October 5, 2011**. Faculty members may supplement their proposal to include new information documenting their plans for sabbatical leave up to **November 18, 2011**.

Once a sabbatical has been granted, any request for a change in sabbatical activities or schedule must have the prior approval of the Chair, Dean and Provost. In general, changes in schedule that extend a sabbatical period beyond the planned academic year will not be approved. Should there be any substantive changes to activities specified in an approved proposal, those changes must receive the approval of the Committee on Sabbatical Leaves in addition to the Chair, Dean, and Provost.

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

1. **By October 5, 2011:** A faculty member applying for sabbatical leave must prepare his/her proposal (together with the questionnaire and abstract), address the package to the Provost, and submit the package to the Department Chair (for NCE, CSLA and CCS) or to the Dean (for CoAD and SoM). A statement of the applicant's plans for the leave shall accompany the application for sabbatical leave.
2. **By October 19, 2011:** The Department Chair (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. **The letter of transmittal must include an order of preference for those applicants within the department if more than one proposal is endorsed.** These recommendations shall address the impact of the leave on normal functioning of the Department. The recommendation must be accompanied by all supporting documentation, including the applicant's own statement, if any, and an updated curriculum vitae (see attachment for format). The Department Chair shall advise the applicant in writing at the time the recommendations are forwarded to the Dean. The applicant shall receive a copy of the Chair's recommendation.
3. **By November 4, 2011:** The Dean submits to the University Committee on Sabbaticals written preliminary recommendations on sabbatical requests, along with the recommendations of the Department and supporting documents. **The letter of transmittal must include an order of preference for those applicants within the college or school.** These materials are then reviewed by the University Committee on Sabbaticals and remain on file in the Provost's office. The applicant shall receive a copy of the Dean's recommendation.
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 Office of the Provost no later than **November 4, 2011**.
5. **By November 18, 2011:** The sabbatical leave applicant may, if he/she so desires, submit a further statement regarding his/her case to the University Committee on Sabbaticals, with copies to the Department Chair and the Dean. Additional relevant information, such as external grants or job offers, should be included.
6. **By January 6, 2012:** The University Committee on Sabbaticals will forward to the Provost its prepared recommendations on sabbatical leave applications.
7. **By January 18, 2012:** The Provost transmits his/her summary recommendations to the President.
8. The President presents those recommended for sabbatical leave to the Board of Trustees for approval at the **February 2, 2012** meeting.

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: In the past, copies of all approved proposals and post sabbatical reports were to be submitted. **Effective with the 2010-2011 academic year**, you are asked to submit only proof that all post sabbatical reports have been accepted. This must be a copy of the letter sent by the Committee Chairperson.

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

Please note the abstract must be no longer than 200 words and serves as a summary of the planned activities.

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 (a copy of the format is available on the Provost's website)
- (iii) Any supplementary information related to proposal (including letters of invitation, book contracts, citation information for 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 mentioned. It is not necessary to include entire books or articles.

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) Have any publishers been contacted? If so, provide letters indicating their reactions.
- (ii) Has a contract been signed with a publisher? If so, provide copies of the first and last pages of the contract.
- (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?
- (v) What is the expected value to the university as the result of this publication?

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 as the result of this effort?

V. Previous Sabbatical Leave Documents

For **each** previous sabbatical leave granted, please include copies of: the letter(s) signed by the Committee Chair indicating acceptance of the report(s). Failure to provide this proof may result in the proposal's rejection

SABBATICAL LEAVE QUESTIONNAIRE AND ABSTRACT

1. Name: _____ School/Dept: _____
2. Current Faculty Rank _____
3. What are the dates of your intended sabbatical? _____
4. Year of joining NJIT _____
5. Year of achieving tenure at NJIT _____
6. Previous sabbatical leaves (for each provide data on the year/semester of leave)

7. 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 the invitation and the opportunity (site, group, university, company).
8. If writing a book, do you have a contract? _____
9. In less than 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. New Course(s) Developed

Course	Title	Dates Offered

B. Manual(s) Developed and Course or Laboratory Notes (List only if relevant to the proposal)

C. Teaching Related Publications (List only if relevant to the proposal)

D. 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.

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. **Do not submit the actual document(s).**

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, Pages

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 (List any other pertinent material directly related to the proposal)