To: Members of the Faculty

From: Fadi P. Deek, Provost and Senior Executive Vice President

Re: Guidelines for Sabbatical Leave for AY 2015-2016

Date: September 3, 2014

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:

2.15 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."

2.15.1 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.

2.15.2 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.
2.15.3 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 at 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 as posted in preparing his/her sabbatical leave proposal.

To assist the committees’ deliberations of applications, the Office of Sponsored Research Administration will provide a report on each candidate’s current research obligations, and the Office of Graduate Studies will confirm any current role as advisor or thesis committee membership for each candidate. These reports will be due to the Committee on Sabbatical Leaves no later than November 12, 2014.

PLEASE NOTE: All complete applications should be submitted electronically to kenrick@njit.edu.

Several documents have been posted (http://www.njit.edu/provost/faculty-resources/policies.php) to assist faculty in developing their proposals for sabbatical leaves: (1) Guidelines for Sabbatical Leave Applications, (2) Sabbatical Leave Questionnaire and Abstract, (3) Criteria for Ranking Sabbatical Applications, and (4) correct CV format. Applicants need to complete the Sabbatical Leave Questionnaire, prepare a detailed sabbatical leave proposal, include a complete and up to date CV in the required format, and provide any additional information as required in the guidelines. 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 October 3, 2014, and then to college deans by October 17, 2014. All complete leave proposals must be submitted electronically by the office of the dean to the Provost’s office by November 3, 2014. Faculty members may supplement their proposal to include new information documenting their plans for sabbatical leave up to November 14, 2014.
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 3, 2014**: A faculty member applying for sabbatical leave must prepare his/her proposal (together with the questionnaire and abstract), 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 17, 2014**: 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 3, 2014**: The office of the dean submits all complete sabbatical leave applications (including recommendations of the Department and the Dean's office) to the office of the Provost. All materials must be submitted electronically. The letter of transmittal from the dean 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 3, 2014.

5. **By November 14, 2014**: 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 9, 2015**: The University Committee on Sabbaticals will forward to the Provost its prepared recommendations on sabbatical leave applications.

7. **By January 23, 2015**: 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 5, 2015** meeting.