

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 separate 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.
- (iv) Listing of:
 - a) Any active research projects
 - b) Any visiting scholars/affiliated faculty you are hosting
 - c) Management plan to continue any current research projects without disruption

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?
- (v) Will you be using any background IP? If yes, was this IP developed under any federal, state, or industrial projects? Is your IP background filed with the IP office?
- (vi) What is your plan towards meeting your academic, research, and professional obligations at NJIT while on sabbatical leave? (e.g. research grants, academic instruction, supervision of students, post-docs, and visiting scholars)

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