



University Heights  
Newark, NJ 07102-1982  
973-596-3220  
973-642-4079 fax

**Fadi P. Deek**  
*Provost and Senior Executive Vice President*

To: Members of the Faculty  
From: Fadi P. Deek, Provost and Senior Executive Vice President  
Re: Sabbatical Leave for AY 2019-2020  
Date: July 25, 2018

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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 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 6.7 of the Faculty Handbook:

### **6.7 Sabbatical Leave**

NJIT's sabbatical leave policy exists to enhance the professional development and increase the research and scholarly production of Faculty by relieving them of their teaching and service responsibilities for a semester or an academic year.

#### **6.7.1 Eligibility**

To be eligible for a sabbatical leave, a Faculty member must have tenure and must have served a minimum of six continuous years on the NJIT Faculty. No Faculty member shall have more than one sabbatical leave within any seven-year period.

#### **6.7.2 Terms**

##### *6.7.2.1 Duration, Salary, and Benefits*

A sabbatical leave may be granted 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.

##### *6.7.2.2 Commitment to Return after a Sabbatical Leave*

The acceptance of a sabbatical leave obligates the recipient to serve as a member of the Faculty for at least one year following the completion of a two-semester sabbatical leave or for at least one semester following the completion of a one semester sabbatical leave, or else to reimburse the University for all salary paid during the sabbatical leave.

Exceptions to this policy sought by Faculty members require a formal waiver granted by the President on the recommendation of the Provost.



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 9, 2018**.

**PLEASE NOTE: All complete applications should be submitted electronically to [kenrick@njit.edu](mailto:kenrick@njit.edu), preferably via shared Google Drive.**

Several documents have been posted ([http://www.njit.edu/provost/faculty-resources/Sabbatical\\_Leaves.php](http://www.njit.edu/provost/faculty-resources/Sabbatical_Leaves.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, 2018**, and then to college deans by **October 12, 2018**. All complete leave proposals must be submitted **electronically** by the office of the dean to the Provost's office (to [kenrick@njit.edu](mailto:kenrick@njit.edu)) by **November 2, 2018**. Faculty members may supplement their proposal to include new information documenting their plans for sabbatical leave up to **November 14, 2018**.

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, 2018:** 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 YWCC) or to the Dean (for CoAD and MTSM). A statement of the applicant's plans for the leave shall accompany the application for sabbatical leave.
2. **By October 12, 2018:** The Department Chair (for NCE, CSLA and YWCC) should forward the sabbatical leave proposal(s) together with the questionnaire and abstract with his/her recommendation(s) to the dean of the college. 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 2, 2018:** 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.** 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 2, 2018.**
5. **By November 14, 2018:** 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 December 6, 2018:** The University Committee on Sabbaticals shall (1) provide the Provost with a list that ranks and categorizes all the applications as Highly Recommended, Recommended, or Not Recommended, and (2) provide each applicant with the committee's decision on his/her application, accompanied by a written explanation (with copies to the appropriate Department Chairperson and Dean).
7. **By December 14, 2018:** In the event that an applicant is not recommended for a sabbatical leave by the University Committee on Sabbaticals, the applicant may send an appeal to the Chairperson of the committee in writing (with copies to the Department Chairperson and the Dean), responding to the committee's written explanation. The Department Chairperson and the Dean may also send the Chairperson of the committee letters in support of the appeal within the same time frame.



8. **By January 18, 2019:** The committee shall respond to each appeal in writing (with copies to the Department Chairperson and the Dean).
9. **By January 25, 2019:** The Provost transmits his/her summary recommendations to the President.
10. The President presents those recommended for sabbatical leave to the Board of Trustees for approval at the **February 7, 2019** meeting.