

## MEMORANDUM

To: NJIT Lecturers

From: John A. Pelesko, Provost and Executive Vice President for Academic Affairs

Date: September 15, 2025

RE: Lecturer Sabbatical Leave Application Process for Academic Year 2026-2027

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### Purpose

In accordance with the [PSA Exhibit A](#), this memo provides the requirements for lecturer sabbatical leave applications and provides the deadlines for all steps in the process. NJIT's lecturer sabbatical policy is intended to help promote our Lecturers' continued professional development by relieving them of their teaching responsibilities and other non-teaching duties for a semester or academic year. All eligible Lecturers are encouraged to take advantage of sabbatical leave as appropriate to their individual career goals and aspirations.

### Requirements for Sabbatical Leave Applications

NJIT's lecturer sabbatical leave policy is detailed in [PSA Exhibit A](#) and interested lecturers are urged to review this document thoroughly. Additional information on NJIT's lecturer sabbatical leave policy may be found on the [Provost's website](#). Please review all guidelines and forms carefully to ensure that the most up-to-date process and deadlines are followed.

### Deadlines for all Steps in the Process

This year all materials will be submitted in [InfoReady](#).

All deadlines for the lecturer sabbatical leave application process are shown in the following graphic. Lecturers should pay particular attention to the deadline for proposals, October 15, 2025, and the deadline for additional materials to be submitted to the University Committee on Lecturer Sabbaticals, November 22, 2025. Department Chairs and Deans should note the deadlines for their review of sabbatical proposals.

### Questions

Questions concerning steps in the process, details of the application or the review process, or any other questions concerning sabbatical leaves should be directed to Dr. Wunmi Sadik, Vice Provost for Faculty Affairs ([sadik@njit.edu](mailto:sadik@njit.edu)). Questions pertaining to InfoReady should be directed to Sarah Pisano, Administrative Specialist for the Office of the Provost ([sarah.pisano@njit.edu](mailto:sarah.pisano@njit.edu)).

