

## MEMORANDUM

To: All NJIT Faculty

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

Date: Tuesday, September 12, 2023

RE: Sabbatical Leave Application Process for Academic Year 2024-2025

---

### Purpose

In accordance with the [Faculty Handbook](#), this memo provides the requirements for sabbatical leave applications and provides the deadlines for all steps in the process. NJIT's sabbatical policy is intended to help promote our faculty's continued professional development by providing uninterrupted time to focus on research, scholarship, and other intellectual and creative activities. All eligible faculty are encouraged to take advantage of sabbatical leave as appropriate to their individual career goals and aspirations.

### Requirements for Sabbatical Leave Applications

NJIT's sabbatical leave policy is detailed in Section 6.7 of the [Faculty Handbook](#) and interested faculty are urged to review Section 6.7 thoroughly. Additional information on NJIT's sabbatical leave policy including [detailed guidelines for sabbatical leave proposals](#), a link to the required [cover sheet](#) for applications, information on the [required format of CVs](#) to accompany the proposal, the [criteria](#) used for ranking proposals, the [template](#) for required post-sabbatical reports, and [membership](#) of the University Committee on Sabbatical Leaves may be found on the [Provost's website](#).

Please note that completed applications should be submitted electronically to Kathleen O'Neill, Administrative Director for the Office of the Provost ([kathleen.oneill@njit.edu](mailto:kathleen.oneill@njit.edu)).

### Deadlines for all Steps in the Process

All deadlines for the sabbatical leave application process are shown in the following graphic. Faculty should pay particular attention to the deadline for proposals, September 18, 2023, and the deadline for additional materials to be submitted to the University Committee on Sabbaticals, October 27, 2023. 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 Joe Sramaty, Director for Academic Human Resources ([joseph.sramaty@njit.edu](mailto:joseph.sramaty@njit.edu)).

