

Name _____	Department _____
Date of Initial Appointment _____	Date for Previous Sabbatical Leave _____
	(If none, write none)
Leave Applied For:	
Full Year _____	
Half Year _____	Fall Semester ____ Spring Semester ____

Have you sought grant support for this project? \_\_\_\_\_  
If so, please describe the current status of your application.

What is the purpose of this leave? Please write a 250-500 word summary of your project. Indicate in the summary how this project fulfills the criteria outlined in the Agreement between the State and Council of N.J. State College Locals.

Required supporting materials: (this may include a lengthier description of the project and an expanded discussion of its value.)

1. Application for degree completion:
  - a. Updated transcript
  - b. Supporting letter from advisor
  - c. Description of courses to be taken, including semesters during which they will be taken, dates for qualifying exams, oral exams thesis defense, etc.
2. Application for purpose of initiating and/or completing publications:
  - a. Outline of project, previous work completed, work done on present project
  - b. Recent contract
3. Applications for purpose of travel:
  - a. A detailed itinerary
  - b. Any relevant correspondence
4. Applications for other purpose should include appropriate materials.

---

**Please return completed application to Gayle R. Ford, Hepburn 308, no later than December 6. Applications will be forwarded to the Professional Staff Affairs Committee.**

(Continued on next page)

## ARTICLE XXVII

### SABBATICAL LEAVES

The State agrees to continue, as herein modified, a sabbatical leave program. Effective the first and second years of this Agreement, the State Colleges/Universities will be authorized to grant one hundred and eighty (180) half year leaves; in the third and fourth years, authorization for said leaves shall increase to one hundred ninety (190) half year leaves. At each College/University two (2) half year leaves may be combined into one (1) full year leave. These leaves will be apportioned among the colleges/universities on a basis proportional to the number of eligible faculty members and librarians at each College/University with at least six (6) consecutive years of service at a College/University.

#### A. Eligibility-Application-Approval

1. All full-time tenured faculty members (including Demonstration Teachers and Demonstration Specialists at the A. Harry Moore School) and librarians who, as of June 30 prior to the year for which the leave is requested, have completed a period of six (6) or more consecutive years of service at a College/University, shall be eligible to apply for a sabbatical leave during the 2007-2008, 2008-2009, 2009-2010, or the 2010-2011 academic years. Sabbatical leaves are granted no more frequently than once every seven (7) years.
2.
  - a. Application shall be submitted to the President of the College/University no later than February 1 of each year.
  - b. Application may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher. Sabbatical leaves may also be granted for the pursuit of an accredited terminal degree program in an appropriate field of study.
  - c. A committee will be established under the governance structure of each College/University to review the academic merits of each application and make recommendations to the President. The UNION shall have the right to appoint one employee observer to such committee. The committee shall conduct its review and make its recommendations by no later the March 1 of the year involved.
  - d. The President shall take into consideration the recommendations of the committee and shall make recommendations for approval or disapproval to the Board of Trustees.

#### B. Terms of Sabbatical Leave

1. Half year leaves shall be at the rate of full salary.
2. Full year leaves shall be at the rate of three-quarter (3/4) salary.
3. For librarians, half year shall be five (5) months, and full year leaves ten (10) months.
4. The period of the leave shall be credited for increment purposes, where such credit is relevant.
5. A faculty member or librarian on sabbatical leave shall be entitled to the continuation of pension and insurance programs benefits as provided in the applicable plans.
6. Each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President of the College/ University.
7. Faculty members or librarians on such leave are permitted to receive additional compensation in the form of fellowships, government grants, and honoraria for purposes related to the leave and part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research in addition to the partial salary from the College/University, provided that total compensation from all sources does not exceed such faculty member's full salary at the College/University. The leave may not be used to accept paid employment during the period of the leave except as provided above.
8. Faculty or librarians on sabbatical leave may engage in outside employment if it does not conflict with the purpose of the sabbatical leave or N.J.A.C. 9:2-10.1 et seq., and faculty member reports the outside employment before going on leave.