New Jersey City University

**Application for Sabbatical Leave**

**Please submit completed application and supplementary documents (if any) to:** [**provost@njcu.edu**](mailto:provost@njcu.edu) **, no later than February 1, 20\_\_**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Initial Appointment \_\_\_\_\_\_\_ Date of Previous Sabbatical Leave (if any) \_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**AFT Contract July 2015-2019, pp. 41-42**

<http://www.cnjscl.org/AFT%20FT%202015-2019%20final%20contract.pdf>

ARTICLE XXVII

**SABBATICAL LEAVES**

**A.**Each State College/University shall have a sabbatical leave program for its full-time, tenured faculty members (including Demonstration Teachers and Demonstration Specialists at the A.H. 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 years of service. Sabbatical leaves shall be in half year leaves granted to those applicants with meritorious applications as evaluated pursuant to the procedures at each College/University and no more than once every seven years. At each College/University two (2) half year leaves may be combined into one (1) full year leave.

Application may be made for the purpose of pursing 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 and/or such other criteria that may be established by the College/University.

  Locally negotiated or accepted procedures shall be followed in the implementation of the Sabbatical Leave program. To the extent that a College/University has a locally negotiated or accepted procedure, those procedures shall remain in full force and effect until such time as a change is negotiated. If no locally negotiated agreement is reached then changes, if any, shall be made in accordance with the New Jersey Employer-Employee Relations Act and its governing regulations. If no locally negotiated or accepted procedure exists, the local Union and the College/University shall negotiate a procedure for the Sabbatical Leave program in accordance with the New Jersey Employer-Employee Relations Act and its governing regulations.

**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 quarters (3/4) salary.

3. For librarians, half-year leaves 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 members’ 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.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

***After*** your consultation with your department chair and dean (see attached form), please select your preferred timeline (half-year or full-year sabbatical, or full-year split sabbatical):

One semester Fall 2019 \_\_\_

One semester Spring 2020 \_\_\_

AY 2019–2020 \_\_\_

Split sabbatical Fall 2019/Fall 2020 \_\_\_

Split sabbatical Spring 2020/Spring 2021 \_\_\_

Have you sought grant support for this project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, in your proposal please describe the current status of your application.

What is the purpose of this leave? See the selection criteria below for evaluation of the sabbatical application. Include any appropriate supporting materials, for example:

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, and work done on present project

b. Recent contract, if any

3. Applications for purpose of travel:

a. A detailed itinerary

b. Any relevant correspondence

Applications for other purposes should include appropriate materials.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Sabbatical Selection Criteria**

**The Senate Faculty & Professional Staff Affairs Committee, the deans, and the provost will all use exclusively the following criteria in reviewing sabbatical applications.** The application and its review are confidential. See also the scoring system in the Evaluation Instrument (attached).

1. **Consultation with the Department Chair and the Dean:** prior to submitting the application (see form).
2. **Eligibility:** as per AFT and NJCU guidelines.
3. **Overall Quality of Proposal:** The application should contain:
   1. A clear and coherent description of the project and a detailed description of planned project activities;
   2. Project objectives and anticipated outcomes; and
   3. A detailed project timeline and possibilities for outside support.
4. **Value of the Sabbatical to the Individual:** The application should describe the ways the sabbatical will strengthen the future teaching, scholarship, and/or professional development of the applicant. It should also include any important personal reasons for a sabbatical leave at the time requested (e.g., sabbatical following significant university service; first sabbatical; etc.).
5. **Value of the Sabbatical to the Field or Profession:** The application should indicate any expected contributions to the applicant's profession that will accrue.
6. **Value of the Sabbatical to the University:** The application should indicate the ways the sabbatical will contribute to the mission, vision, and strategic plan of the university.
7. **Value of the Sabbatical to the College or School:** The application should indicate the ways the sabbatical will contribute to goals within the college/school.
8. **Value of the Sabbatical to the Department:** The application should indicate the ways the sabbatical will contribute to goals within the department.

**Supporting Material:** Since sabbatical leave is awarded on a competitive basis, necessary supporting materials for the application should be carefully prepared and included.

**Final Report:** Each applicant who is granted a sabbatical leave is expected to prepare a brief report after the completion of his or her experience. The report is to be forwarded to the provost, appropriate dean, and the chair of the Senate Faculty & Professional Staff Affairs Committee two months following the completion of the sabbatical leave (October 31 for a spring sabbatical; February 28 for a fall sabbatical). Applicants will also be expected (when possible) to make a presentation about their leave at a post-sabbatical symposium.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Sabbatical Application Checklist**

***Did you include?***

Application Form □

Department Chair and Dean Notification Form □

Description of the project and activities □

Objectives and anticipated outcomes □

Timeline and possibilities for outside support □

Value of Sabbatical to Individual □

Value of Sabbatical to Profession □

Value of Sabbatical to University □

Value of Sabbatical to College / School □

Value of Sabbatical to Department □

Supporting Materials / Documents □

**Department Chair and Dean Notification Form**

This form must be signed by the department chair and the dean, and included as part of a **complete** sabbatical leave application. Faculty members applying for sabbatical leave must discuss their plans with their department chair and dean in the fall semester prior to the academic year of the planned sabbatical.

The signatures below **do not** indicate a recommendation (or lack thereof) for the sabbatical leave. They solely indicate that the signatory has been notified, on the date indicated, of plans to submit a sabbatical leave application.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Notification of Department**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Department Chair:** Please list all departmental logistical and operational considerations associated with the sabbatical leave request. Include information about other personnel who will be on leave. If additional considerations arise after you have signed this form, please notify the faculty member via email.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name of Department Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Department Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Notification of Dean**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College / School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Dean:** Please list all college/school-level logistical and operational considerations associated with the sabbatical leave request. Include information about other personnel who will be on leave. If additional considerations arise after you have signed this form, please notify the faculty member via email.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name of Dean:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Dean:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Sabbatical Evaluation Instrument**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposal Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Senate Faculty & Professional Staff Affairs Committee, the deans, and the provost will all use exclusively the following criteria in reviewing sabbatical applications.** Since sabbatical leave is awarded on a competitive basis, necessary **supporting materials** for the application should be carefully prepared and included.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FPSA application is complete.**   * All necessary signatures have been obtained; * All necessary documents and forms have been filled out; and * **All application criteria (below) are addressed in the order given.** | **YES.**  🡪 FPSA committee review moves forward. | | **NO.**  🡪 Application not eligible for current competition. FPSA committee does not review. | | | | | | | | | |
| **1. Consultation with the department chair and the dean.**  Signed form with clear explanation of departmental and college/school-level constraints or concerns. | **YES**; form is included and complete.  🡪 FPSA committee review moves forward. | | **NO**; form is not included or is incomplete.  🡪 Application not eligible for current competition. FPSA committee does not review. | | | | | | | | | |
| **2. Eligibility.**  As per AFT and NJCU guidelines. | **YES**.  🡪 FPSA committee review moves forward. | | **NO**.  🡪 Application not eligible for current competition. FPSA committee does not review. | | | | | | | | | |
|  | | **Recommend proposal**  **10 pts.** | **9** | **8** | **7** | **6** | **5** | **4** | **3** | **2** | **1** | **Do not recommend proposal**  **0 pts.** |
| **3. Overall quality of the proposal.** The application should contain:   1. A clear and coherent description of the project; a detailed description of planned project activities (value = 10 points). | |  |  |  |  |  |  |  |  |  |  |  |
| 1. Project objectives and anticipated outcomes (value = 10 points). | |  |  |  |  |  |  |  |  |  |  |  |
| 1. A detailed project timeline and possibilities for outside support (value = 10 points). | |  |  |  |  |  |  |  |  |  |  |  |
|  | | **Recommend proposal**  **10 pts.** | **9** | **8** | **7** | **6** | **5** | **4** | **3** | **2** | **1** | **Do not recommend proposal**  **0 pts.** |
| **4. Value of the sabbatical to the individual.** The application should describe the ways the sabbatical will strengthen the future teaching, scholarship, and/or professional development of the applicant. It should also include important reasons for a sabbatical leave at the time requested (e.g., sabbatical following significant university service; first sabbatical; etc.) (value = 10 points). | |  |  |  |  |  |  |  |  |  |  |  |
| **5. Value of the sabbatical to the field or profession.** The application should indicate any expected contributions to the applicant's profession that will accrue (value = 10 points). | |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | | | | | **Recommend proposal**  **5 pts.** | **4** | **3** | **2** | **1** | **Do not recommend proposal**  **0 pts.** |
| **6. Value of the sabbatical to the university.** The application should indicate the ways the sabbatical will contribute to the mission, vision, and strategic plan of the university (value = 5 points). | |  | | | | |  |  |  |  |  |  |
| **7. Value of the sabbatical to the college or school.** The application should indicate the ways the sabbatical will contribute to goals within the college/school (value = 5 points). | |  | | | | |  |  |  |  |  |  |
| **8. Value of the sabbatical to the department.** The application should indicate the ways the sabbatical will contribute to goals within the department (value = 5 points). | |  | | | | |  |  |  |  |  |  |
| **TOTAL POINTS (out of 65 possible)** | |  | | | | |  |  |  |  |  |  |