

# SABBATICAL LEAVE

## Memorandum of Agreement

2026–2027

The attached document reflects the consultation and negotiation that has taken place and constitutes the memorandum of agreement that will be in effect for the academic year 2026 – 2027 and will continue thereafter until a new MOA is negotiated.

SIGNATURE ON FILE

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Henry Oh, System Vice President &  
Chief Human Resources Officer

SIGNATURE ON FILE

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Amy Woodworth, Negotiator  
Rowan AFT 2373

**SABBATICAL LEAVE DATES AND DEADLINES**  
**Procedural Guidelines for Sabbatical Leave Applications**  
**Pursuant to Article XXVII of the 2023-2027 Agreement: State of New Jersey and Council**  
**of New Jersey State College Locals, AFT**

| <i><b>Applicants for Sabbatical Leave</b></i>                                                                                                                                                                                                                                                                                                                                                                                                          | <i><b>Deadline*</b></i> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Applicants send intention to apply for sabbatical leave via email to the Senate Office (check website for current Senate secretary's email address). Emails must be time-stamped by 5:00 PM to be considered for leave. Senate Office should provide a receipt that the "intent to apply" email was received.                                                                                                                                          | June 1                  |
| Senate Sabbatical Committee Chair(s) or Senate Office sends candidate list to the Provost Office. The list must contain the name and department or library unit of candidates who submitted a timely "intent to apply" email to the Senate Office.                                                                                                                                                                                                     | June 15                 |
| Provost Office reviews the list for time in rank and years of service eligibility, and sends communications <u>only</u> to those candidates who do not meet the criteria.                                                                                                                                                                                                                                                                              | July 15                 |
| Applicants submit a draft application to the Department Committee or LPC (Libraries) for feedback and formatting compliance review.                                                                                                                                                                                                                                                                                                                    | September 21            |
| Department Committee or LPC (Libraries) provides written feedback and a written review of the merits of the proposal to the candidate. See Appendix 1 for the requirements in the proposal structure.                                                                                                                                                                                                                                                  | October 1               |
| Applicants email a final corrected application to the Dean/Senior VP for the Libraries.**                                                                                                                                                                                                                                                                                                                                                              | October 15              |
| Applicants receive a written evaluation from the Dean/SVP for the Libraries                                                                                                                                                                                                                                                                                                                                                                            | November 1              |
| Digital applications for Sabbatical Leave with evaluative letters from Department or LPC (Libraries) and Dean/Senior VP for the Libraries submitted to University Senate Office.                                                                                                                                                                                                                                                                       | November 15             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         |
| <i><b>University Senate Sabbatical Leave Committee</b></i>                                                                                                                                                                                                                                                                                                                                                                                             | <i><b>Deadline</b></i>  |
| University Senate Sabbatical Leave Committee will transmit written evaluations and recommendations to each candidate. The review should be comprehensive, and both include and clearly justify the final Project Score. The written review should also include the final project ranking.                                                                                                                                                              | February 1              |
| The Committee will provide the Provost/Designee with copies of the digital application packets, the Department or LPC (Libraries) and Dean/SVP for the Libraries letters, the detailed evaluation letters submitted by the Senate to the candidate, the candidate response to review and project scoring (if any), the list of abstracts document, and a separate Excel file listing the project score and the project overall rankings in rank order. | February 15             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         |
| <i><b>Provost or Designee</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                      | <i><b>Deadline</b></i>  |
| Provost/Designee notifies all applicants of final determinations.                                                                                                                                                                                                                                                                                                                                                                                      | April 1                 |

\* If the date listed is a weekend or holiday, the deadline will be 5 PM on the next business day.

\*\* Librarian candidates for sabbatical will have their Dean-level sabbatical application evaluation performed by the local administrator who also reviews their recontracting, tenure, and promotion evaluations, such as the Senior VP of IRT, Dean of CMSRU, or other assigned Dean/VP of their liaison area college, unit, or library branch, as defined in 5.2.

## Preamble

According to Article XXVII of the *Agreement: State of New Jersey and Council of New Jersey State College Locals*, AFT, AFL-CIO, July 1, 2023-June 30, 2027:

Each State College/University shall have a sabbatical leave program for its full-time, tenured faculty members ... 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 or more 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.

Also found in Article XXVII of the *Agreement: State of New Jersey and Council of New Jersey State College Locals*, AFT, AFL-CIO, July 1, 2023-June 30, 2027, are the terms of an approved Sabbatical Leave:

- Half-year leaves shall be at the rate of full salary.
- Full-year leaves shall be at the rate of three quarters (3/4) salary.
- For librarians, half-year leaves shall be five (5) months, and full-year leaves ten (10) months.
- The period of the leave shall be credited for increment purposes, where such credit is relevant.
- 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.
- 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.
- 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. \*

***Rowan University recognizes that Housing and Expense Allowances may not be recognized as "salary."***

## 1. General Guidelines

- 1.1 The Sabbatical Leave Committee shall be appointed in accordance with Article XXVII, Section A-B of the Agreement: State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO (July 1, 2023-June 30, 2027) and the By-Laws of the University Senate. The committee will be composed of nine (9) voting members and a non-voting representative appointed by the union. Unless exceptions are agreed to by the union and the administration upon request of the University Senate, the minimum 9-person committee must contain at least one representative of the AFT 2373 bargaining unit from each of the following:
  1. Rohrer College of Business
  2. Ric Edelman College of Communication, Humanities & Social Sciences
  3. College of Education
  4. Henry M. Rowan College of Engineering
  5. College of the Arts
  6. College of Science and Mathematics and School of Earth and the Environment
  7. Rita & Larry Salva School of Nursing and Health Professions
  8. Tenure-track Librarian
  9. An additional member from the AFT 2373 bargaining unit
- 1.2 The University Senate Sabbatical Leave Committee shall conduct its review of applications and make its written recommendations to the Provost by February 15th in accordance with the current contractual agreement.
- 1.3 The recommendations will be based upon the following point system criteria:
  - 1.3.1 **Each candidate shall be given a numerical Longevity Score.** The longevity score will be their number of years of full-time, in-unit service as a faculty member or a librarian at Rowan University from the initial appointment or since their last sabbatical leave ended, whichever is most recent, to the beginning date of requested sabbatical. Half-years will be counted where applicable. *This number of years will then be divided by 6 (minimum number of years between sabbatical leaves) and the number obtained will be the Longevity Score. This score will be capped at a maximum of 2.0 points to avoid skewing the Final Score calculation and to give the Project Score a higher weight.*
  - 1.3.2 **Each candidate shall be given a Project Score.** The candidate's project shall be rated on a point basis by its potential value. Value is to be evaluated on the applicant's stated objectives for the project, anticipated outcomes of the project, and the short-term/long-term enhancement that the proposed project will provide to the applicant, department/Libraries, discipline, profession, and/or University as well as the supporting documentation provided by the applicant and the assessment by the department/Libraries.

Points shall be assigned on a scale of 0-10 based on the assessment of the proposed project's purpose, objectives, expected results, and potential impact for the applicant, department/Libraries, discipline, profession, and/or University. See 1.3.4 for this scale. The procedures for arriving at the final Project Score for an application are outlined in 1.3.3 below.

- 1.3.3 **Each proposal shall be discussed by the primary reviewer, with assistance from a secondary reviewer.** The two reviewers shall summarize the project goals and give their assessments of the project with respect to the objectives of the project, and the three areas of outcomes listed in 2.2.1 through 2.2.3. If the two reviewers have dissenting reviews, a third reviewer should be appointed and provide an assessment in a timely manner. The chair will meet with the three reviewers to discuss their assessments and to clarify any and all dissenting opinions before presenting to the entire committee for a project score voting. After the discussion, all the participating committee members shall give their preliminary scores to the Committee. The Sabbatical Committee Chair will then lead a discussion on preliminary scores. After this discussion, all participating members will provide an anonymous final project score. After the highest and lowest scores have been discarded, the mean of the remaining numerical ratings shall be assigned to each candidate as their Project Score. Projects that receive a mean score of 4 (four) or less are eliminated from further discussion and ranking.

#### 1.3.4 Project Score Rating Scale Values

Value is to be evaluated on a) the applicant's **stated objectives and innovation** of the project, b) anticipated **outcomes** of the project, and c) the **short-term/long-term enhancement** that the proposed project will provide to the applicant, department/Libraries, discipline, profession, and/or University as well as the supporting documentation provided by the applicant.

| Overall Quality and Strength of Proposal | Score | Descriptor   |
|------------------------------------------|-------|--------------|
| High<br>(Likely to be funded)            | 10    | Exceptional  |
|                                          | 9     | Outstanding  |
|                                          | 8     | Excellent    |
| Medium<br>(May or may not be funded)     | 7     | Very Good    |
|                                          | 6     | Good         |
|                                          | 5     | Satisfactory |
| Low<br>(Will not be funded)              | 4     | Fair         |
|                                          | 3     | Marginal     |
|                                          | 2     | Weak         |
|                                          | 1     | Poor         |

- 1.3.5 The Project Score will then be summed with the Longevity Score. ***This will result in the Final Score (from 2 to 12).*** Projects will then be rank-ordered from highest to lowest score with ties being ranked equally, and

the next highest score(s) ranked numerically one lower than the number of higher ranked projects. This method provides the project score with an 83% weight and the longevity score with a 17% weight.

- 1.3.6 After all proposals have been ranked, the committee votes on whether each project should be recommended for funding.
- 1.3.7 For candidates re-applying based on revisions to a prior unsuccessful proposal: the general expectation is that the project score will go up if the revisions improved the application. While the new pool of applications in the re-application year might impact the ranking, the new pool should not affect the project score itself, as the Senate Committee takes consistent approaches to evaluation year to year. The previous score should be accessible through the inclusion of the previous Senate Review Letter in the application (see Appendix 1, Section D).
- 1.4 All committee members are expected to conduct themselves in accordance with any relevant university, state, or professional standards of ethics while serving on this committee. This includes recusal in conflict-of-interest cases.
- 1.5 The Committee reserves the right to ask the candidate to provide additional information and/or to appear before the Committee.
- 1.6 The Committee shall provide a detailed evaluation letter to each applicant whose work was reviewed. The letter should also include the numerical project scoring and a rationale for it that details the strengths and weaknesses of the proposal. Additionally, the review should provide detailed feedback on how to strengthen future applications.

## **2. Contract and Guideline Interpretations**

- 2.1 The contract wording "to yield publishable results" (Article XXVII.A of the Master Agreement) is interpreted as a proposed project which may yield products identified as scholarship pursuant to the "Scholarly and/or Creative Activity" section of the local Faculty or Librarian Promotion Agreement and documented in the respective faculty member or librarian's approved promotion criteria.
- 2.2 The contract wording "designed to yield publishable results and/or enhance competency as a scholar or teacher" (Article XXVII.A of the Master Agreement) is interpreted as a proposed project which will be relevant for the individual's profession as a faculty member or librarian. The enhanced competency may be directed toward:
  - 2.2.1 Enhancement for the individual and/or
  - 2.2.2 Enhancement for the department/Libraries and/or
  - 2.2.3 Enhancement for the University.
- 2.3 Applicants will need to describe the objectives of the proposed sabbatical leave project, the expected impact that it will have on the applicant's "competency as a teacher and/or scholar," and the anticipated/planned outcomes of the project.

Applicants should also describe the outcomes in terms of short-term and long-term enhancement for the individual, department/Libraries, discipline, profession, and/or University. Instructions for the application packet are in Appendix 1 of this agreement. For Librarian candidates, the Librarian Personnel Committee (LPC) shall serve a similar role as the Department Sabbatical Committee, and the Chair of the LPC shall serve a similar role as the Department Sabbatical Committee Chair for faculty.

The committee will also consider whether the individual has or can obtain the necessary resources to pursue the project. This judgment will be based on the supportive data included with the application, with documentation included where possible (see Appendix 1, Sections D6 and D7).

The department or LPC evaluation letter and the Dean's Office confirmation, commitment, or verification of status must be current, that is, no older than 12 months prior to the beginning of the current fall semester.

- 2.3.1 The Department Committee or LPC evaluative letter should be included in the application and clearly state the value and relevance of the proposed project as per the competencies listed in 2.2.1 through 2.2.3. The Committee shall consist of a minimum of three tenured faculty members from the applicant's Department(s) or LPC.

FACULTY: If the necessary number of members cannot be fulfilled from the said Department(s), then tenured faculty from the same College/School can be appointed in consultation with the College's/School's Dean. Applicants will provide the application for Sabbatical Leave and the supporting documentation to the identified departmental committee or LPC on or before the date listed on page 2.

LIBRARIANS: If the necessary number of members cannot be fulfilled from the Library, then tenured faculty from academic colleges/schools (including CMSRU) can be appointed in consultation with the Senior VP for the Libraries.

Upon review, the Department Committee or LPC will provide an evaluation of the applicant's objectives for the sabbatical leave, merits, and likely outcomes of the proposed project, and the expected benefits of the sabbatical leave to the individual, department or Libraries, discipline, profession, and/or university.

- 2.3.2 General Formatting and Content Guidelines may be found in Appendix 1 of this document.

### 3. **Obligations of the Candidate**

- 3.1 The candidate must send an "Intention to Apply" email to the Senate Office, time-stamped no later than **5:00 PM on June 1**. Candidates who miss this deadline cannot apply for Sabbatical Leave.
- 3.2 This notification should contain the name, department or Libraries, and length of leave requested including specific semester(s) and year. A copy of this dated notification will be included with the application.
- 3.3 Proposals that do not follow the application guidelines in Appendix 1 will not be reviewed or ranked. To prevent a possible rejection of the project because of missing content or improper formatting, the candidate will submit a first draft to the Department Committee or LPC for its evaluation by **September 21**. The Department Committee or LPC will provide written feedback to the candidate to correct, if necessary, any structural, formatting, or other possible presentation issues by **October 1**. The purpose of the feedback is to help the candidate adhere to the application guidelines and expectations, not to coach them through designing the Sabbatical project.
- 3.4 It is the candidate's responsibility to ensure that all corrections requested by the Department Committee or LPC are addressed before final filing of the sabbatical application.
- 3.5 It is the candidate's responsibility to ensure the filing of their application with the Senate office in accordance with the contract deadline. Late applications will NOT be reviewed.
- 3.6 The candidate must submit a digital copy as a single fully searchable Adobe PDF file.
- 3.7 Once an application has been submitted, NO modifications or additions can be made except as provided for in 1.5 above, or to remedy application errors unrelated to the project, such as missing signatures.

### 4. **Department Committee and Library Personnel Committee Guidelines**

- 4.1 The Department Committee or LPC will first review a draft of the application and provide by **October 1** written feedback to the candidate to correct any structural, formatting, or other issues (see Appendix 1 for the requirements in the proposal structure).
- 4.2 The Department Committee or LPC also provides a written review of the merits of the proposal by **October 1**.



## **5. Dean's or Senior VP for the Libraries' Evaluation**

- 5.1 For faculty, the dean of the college/school will conduct a comprehensive review of the application and provide each candidate with a written evaluation letter by **November 1**.
- 5.2 For librarians, the Senior VP for the Libraries, or the local administrator who also reviews their recontracting, tenure, and promotion evaluations, such as the Senior VP of IRT, Dean of CMSRU, or other assigned Dean/VP of their liaison area college, unit, or library branch, will conduct the dean level comprehensive review of the application and provide each candidate with a written evaluation letter by **November 1**.

## **6. University Senate Office Guidelines**

- 6.1 The Senate Office shall create a list of sabbatical applicants from the email notification from candidates as per 3.1.
- 6.2 By **June 15**, the Senate Office shall send the compiled list of applicants and their departments/Libraries to the Provost's Office.

## **7. University Senate Committee Guidelines**

- 7.1 All sabbatical leave communication with the candidate outside of committee meetings will be conducted by the Sabbatical Leave Committee Chairperson.
- 7.2 No discussion of the candidate in relation to sabbatical leave will be conducted by any committee member other than in committee meetings.
- 7.3 Any committee member has the right to abstain from discussion and voting on a candidate.
- 7.4 Committee members may not apply for a sabbatical leave.
- 7.5 All material submitted to the committee will be handled in a confidential manner.
- 7.6 Each proposal shall be discussed by the primary reviewer, with assistance from the secondary reviewer. The two reviewers shall summarize the project goals and give their assessments of the project with respect to the objectives of the project and the ways it will enhance their competency as a faculty member or librarian (see three potential areas of enhanced competency in Section 2.2). If the two reviewers have dissenting reviews, a third reviewer should be appointed and provide an assessment. The chair will meet with the three reviewers to discuss their assessments and to clarify any and all dissenting opinions before presenting to the entire committee for a project score voting. After the discussion, all the participating committee members shall give their preliminary scores to the committee. The Sabbatical Committee Chair will then lead a discussion on preliminary scores. After this discussion, all participating members will provide an anonymous individual final project score. After the highest and lowest scores

have been discarded, the mean of the remaining numerical ratings shall be assigned to each candidate as their Project Score. Projects that receive a score of less than 4 (four) are eliminated from further discussion and ranking; these projects will not be included on the recommendation list provided to the administration.

- 7.7 The committee chair shall issue detailed unambiguous evaluation letters that fully describe the strengths and weaknesses of the proposals as well as a rationale for the project scoring. In addition, the evaluation letter should provide recommendations to help faculty strengthen future applications.
- 7.8 The committee chair shall submit digital copies of the complete applications, digital copies of the evaluation letters to the Provost or designee by **February 15**. In addition, the committee chair will provide the summary list (Excel file) of the final project score and final rankings. The chair of the committee shall also provide a summary document listing each project abstract in alphabetical order by candidate last name.
- 7.9 The committee will provide each candidate with a written statement indicating the following information: The final Project Score, final ranking (if ranked), and a detailed evaluation letter regarding the proposed work as described in 7.7. The purpose of the evaluation letter is to 1) substantiate the project scoring and 2) provide meaningful feedback to improve the project for subsequent applications.

## **8. Administration Guidelines**

Upon receipt of the University Senate Committee's Recommendations and evaluation letters, the Administration will grant sabbatical leave in Recommendation Rank order to all applications considered worthy within the anticipated institutional budgetary and resource constraints. The total number of sabbatical leaves in terms of total semester hours shall be determined by the Administration.

If the Administration chooses to grant sabbaticals in an order different from the recommendation order, the Administration will meet with the University Senate Sabbatical Leave Committee Chair to discuss the reasons for this variation.

## **9. Successful Applicants**

- 9.1 **Committee restrictions. While on sabbatical leave, sabbatical recipients are not permitted to serve on any University, Senate, College/School, or Department committees (LPC for the Libraries).** Sabbatical leave recipients may request to serve on committees (University, College/School, and/or Department, and/or Libraries' committees for librarians) whose work will be completed before the start of the sabbatical leave or will begin after the recipient returns to service.

- 9.2 Final report. Upon completion of a sabbatical leave and return to regular duties, sabbatical recipients are required to submit a report to their respective Dean/SVP for the Libraries, and to the Provost to the email address [VP-facultyaffairs@rowan.edu](mailto:VP-facultyaffairs@rowan.edu) of no more than two pages describing their activities and accomplishments under the grant of the sabbatical leave. The report should be submitted within 10 working days after the return to regular duties.
- 9.3 Outcomes. In particular, the letter must include a discussion of any cases where the actual outcomes differed from the anticipated outcomes of the proposal. This letter shall be included in subsequent future sabbatical leave applications. Failure to include the letter will render the application incomplete and will not be reviewed.
- 9.4 Other activities. Departments/Libraries and/or Colleges-Schools/Libraries may also request other activities resulting from the applicant's sabbatical, such as providing workshops, presenting to faculty colleagues, or sharing the results of the sabbatical with other groups.

## APPENDIX 1:

### GENERAL CONTENT AND FORMATTING GUIDELINES FOR APPLICANTS

The purpose of this document is to assist faculty members in understanding the process by which sabbatical leave applications are evaluated and to provide a clear format for those applications that will present proposed projects in a clear and compelling way. Projects that do not follow this structure (detailed below) and lack any of the listed sections A, B, C1, C2, C3, C4, and D will not be reviewed or ranked. The faculty will be informed that the project is being rejected because of lack of compliance with the required structure.

#### *Guidelines for Preparation of Application*

A sabbatical leave application need not be a lengthy document, but it must contain sufficient information for review committees and administrators to evaluate the merit of the proposal and the benefit it will have for the faculty member, the department or Libraries, the discipline, the profession, and for the University.

The application shall contain the following information:

#### **A. Cover page (use application form)**

The Application Form will be the cover page for the Sabbatical Leave Application Packet. It is important that the information provided in this form is accurate, as it will be used by the Senate Sabbatical Leave Committee to assess the longevity score.

#### **B. Abstract (and summary of revision for re-applications)**

An abstract (not to exceed 250 words) will immediately follow the cover page. This abstract will be a non-technical statement of purpose, work to be accomplished, and the institution(s) and location(s) where the work is to be performed. The abstract should be written on a separate page.

Re-applicants submitting a revision of a previous application have the option to include below the abstract a brief summary of what they revised in response to Senate Committee feedback. This summary should not exceed 250 words.

#### **C. Narrative body**

A narrative of not more than four (4) pages, single-spaced will follow the cover page and abstract and will provide in more detail the purpose of the work to be accomplished, the expected results, and the justification for the sabbatical request.

1. **Purpose** – In addition to a clear and concise statement of the applicant's objectives for the project, answer the questions: What is the nature and significance of the project? How does this project impact the applicant's "competency as a teacher and/or scholar"?

2. **Work to be accomplished** – Describe the work planned and how it is to be accomplished. Where will the work be done? And why has that location been chosen? Identify any people with whom you will affiliate and their expertise in the area(s) in which you plan to work. Include letters of invitation from collaborators and/or host institutions or agencies. What can you cite as evidence that you have the skills and background to accomplish your objectives? Include an estimated schedule for the major steps of the project.
3. **Projected results** - What tangible results will your project have? What form will the results take? How will you share your results with others (e.g., publication, exhibition, sharing of new pedagogical techniques or materials with peers)? Are there intangible results expected to result from the project? If so, what are they?
4. **Justification** - How does this project contribute to your own development as a teacher and/or scholar? Will it benefit your department or Libraries, college/school, and/or the University? How? In what way does this project require a time commitment beyond that involved in the normal activities encompassed in teaching, research, scholarship, and service?

#### **D. Supporting documents**

1. A curriculum vitae or biographical data sheet (four-page limit) including a list of publications and professional activities.
2. Notification email to Senate Office.
3. Department Committee or LPC Evaluation Letter
4. Dean's/SVP for the Libraries' Evaluation Letter
5. Summary of activities and accomplishments from prior sabbatical leaves, including the Sabbatical Leave Report submitted at the end of their most recent Sabbatical
6. Additional information relevant to the application
7. If the sabbatical project involves any travel, domestic or international, proper funding sources should be identified in the proposal. Proof of funding availability should be provided (i.e., grant title, FOAPALS, etc.), or a detailed alternative funding plan included when funding is still pending at the time of the application.
8. Optional for re-applicants: a copy of their previous Senate Committee Review and Senate Evaluation Letter (including the original project score) as context for the summary of revisions in Section B.

#### ***Justifying Different Types of Projects***

Various types of projects can be undertaken during sabbatical leave. These include formal research projects, pedagogical projects, or other kinds of scholarly and creative projects.

A proposal for a pedagogical project in such areas as instructional scholarship, the development of new instructional resources, the acquisition of new techniques, the development of outreach programs, or alternative teaching experiences should show that the activity will have a major impact on education in the subject area. For example, proposals involving the writing and publication of a textbook should demonstrate that the book will be a substantial addition to any material currently available in published form.

In the case that sabbatical leave is being requested to pursue or complete an advanced degree, certification, or some other form of training, the description should include the name of the institution from which the training is being sought as well as the title of the degree/certification/training. The narrative needs to describe the value of the training to the applicant as a scholar or teacher and the impact of such training on the Department or Libraries, College/School or Libraries, and University.

### ***Review and Evaluation Process***

In general, reviewers at each level of review will seek answers to the following questions about each sabbatical leave application:

- Is the significance of the project established?
- Does the presentation show the reader how the goals will be accomplished?
- What is the likelihood that the project will be completed or nearly completed on schedule?
- Does the applicant have the skills and background to undertake the project or a plan to acquire these before the leave?
- Is the purpose of the project communicated clearly to non-specialists?
- To what degree is the sabbatical leave essential to the completion of the project?
- Are the benefits of the proposed leave for the faculty member and for the University clearly articulated?

The most compelling sabbatical leave applications are the ones which provide answers to these questions in brief and clear prose.

### ***Sabbatical Leave Report***

Every faculty or staff member who is awarded a sabbatical leave is required to submit a written report to the Dean or SVP for the Libraries and to the Provost specifying what was accomplished during the leave. The report is to be submitted within 10 working days of the return from leave. The report will be included in future sabbatical leave applications.

### ***Return to Service***

Individuals who are granted sabbatical leaves are expected to return for a full contract year of service following the sabbatical leave.

**APPENDIX 2**  
**SABBATICAL LEAVE FORMS**

**DEPARTMENT OR LPC SABBATICAL COMMITTEE EVALUATION FORM**

**FACULTY SABBATICAL LEAVE APPLICATION FORM**

**LIBRARIAN SABBATICAL LEAVE APPLICATION FORM**



**DEPARTMENT OR LPC SABBATICAL COMMITTEE EVALUATION FORM**  
**SABBATICAL LEAVE APPLICATION**

Sabbatical Leave Applicant \_\_\_\_\_

Academic Department(s) or Library Unit \_\_\_\_\_

Name (s) Department Committee or LPC Chair \_\_\_\_\_

The Departmental Committee (LPC for the Libraries) has reviewed the Application for Sabbatical Leave provided by the applicant listed above. The committee has evaluated the strengths of the application packet, and the summary of that evaluation is provided. The specific areas reviewed are:

**Objectives for the sabbatical leave** (Are they reasonable, achievable, specific, and clear?)

**Expected outcomes of the proposed project** (Are the expected outcomes consistent with departmental criteria for Scholarly and Creative Activities? Are they consistent with the goals of the department?)

**Benefits of the sabbatical leave to the individual, department or libraries, university, discipline, professional field, and/or broader communities** (If the objectives are achieved, will the project benefit the individual as a teacher and/or scholar? Will it benefit the Department or Library? Will it benefit the College/School or Library? Will it benefit the University?)

Departmental/LPC Review Committee Members

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

*Applicants will provide the Application for Sabbatical Leave and supporting documentation to the Department Committee **on or before the deadline specified on Page 2.***

## FACULTY SABBATICAL LEAVE APPLICATION FORM

NAME: \_\_\_\_\_  
Last First MI

### Requested duration of Sabbatical Leave:

\_\_\_\_\_ First Semester: September 20\_\_\_\_\_ -- December 20\_\_\_\_\_

\_\_\_\_\_ Second Semester: January 20\_\_\_\_\_ -- June 20\_\_\_\_\_

\_\_\_\_\_ Full Academic Year: September 20\_\_\_\_\_ -- June 20\_\_\_\_\_

\_\_\_\_\_ Chronological Year: January 20\_\_\_\_\_ -- December 20\_\_\_\_\_

Department(s): \_\_\_\_\_ Date of Appointment  
to Rowan University: \_\_\_\_/\_\_\_\_/\_\_\_\_

Length of any Break in service at Rowan University (if applicable):

Have you ever had a Sabbatical Leave at Rowan University: (☐) No (☐) Yes

If YES, record the date range of Sabbatical Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this application a revision of an unsuccessful application? (☐) No (☐) Yes

### Provide the following in addition to this form as a cover page, per Appendix 1:

- Abstract and (for re-applicants) Summary of Revisions of Prior Application
- Narrative Body: Purpose and objectives, expected results, and justification as described in Appendix 1.
- Supporting Documents: Described in 2.3 of Contract and Guideline Interpretations and in Appendix 1.
  - Current Curriculum Vitae –Four-page limit
  - Notification letter to Senate Office.
  - Department Committee Evaluation signed letter.
  - Dean's evaluation letter.
  - Summary of activities and accomplishments from prior sabbatical leaves, including the report for the most recent leave.

**Submit a searchable and self-contained PDF file**

## LIBRARIAN SABBATICAL LEAVE APPLICATION FORM

NAME: \_\_\_\_\_  
Last First MI

**Requested duration of Sabbatical Leave\*:**

\_\_\_\_\_ First Semester: \_\_\_\_\_ 20 \_\_\_\_\_ -- \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_\_ Second Semester: \_\_\_\_\_ 20 \_\_\_\_\_ -- \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_\_ Full Academic Year: \_\_\_\_\_ 20 \_\_\_\_\_ -- \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_\_ Chronological Year: \_\_\_\_\_ 20 \_\_\_\_\_ -- \_\_\_\_\_ 20 \_\_\_\_\_

\* Indicate the beginning and ending months of the sabbatical leave requested, with a single semester duration of 5 months maximum and a year duration of 10 months maximum

Library: \_\_\_\_\_ Date of Appointment  
to Rowan University: \_\_\_\_/\_\_\_\_/\_\_\_\_

Length of any Break in service at Rowan University (if applicable):

Have you ever had a Sabbatical Leave at Rowan University: (☐) No (☐) Yes

If YES, record the date range of Sabbatical Leave: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this application a revision of an unsuccessful application? (☐) No (☐) Yes

**Provide the following information regarding your Sabbatical Leave in addition to this form as a cover page, per Appendix 1:**

- Abstract and (for re-applicants) Summary of Revisions of Prior Application.
- Narrative Body: Purpose and objectives, expected results, and justification as described in Appendix 1.
- Supporting Documents: Described in 2.3 of Contract and Guideline Interpretations and in Appendix 1.
  - Current Curriculum Vitae – Four-page limit
  - Notification letter to Senate Office.
  - LPC Evaluation signed letter.
  - SVP for the Libraries' evaluation letter. (See Section 5.2 for definition of appropriate administrator.)
  - Summary of activities and accomplishments from prior sabbatical leaves, including the report for the most recent leave.

**Submit a searchable and self-contained PDF file**