

# SABBATICAL LEAVE

## Memorandum of Agreement

2022–2023

The attached document is reflective of the consultation and negotiation that has taken place and constitutes the memorandum of agreement that will be in effect for the academic year 2022 – 2023 and will continue thereafter until a new MOA is negotiated.

### ***Significant Changes for 2022–2023:***

- 1) *Applicants send intention to apply for sabbatical leave via email to Department Chair/Head, Dean and Senate Office, and file the “Intention to Apply for Sabbatical Leave” form with Provost’s Office by June 30, 2022 (Deadline will be June 1 in future years).*
- 2) *Applicants deemed ineligible to apply for sabbatical leave by the Dean may appeal to the Provost by September 1.*
- 3) *Candidates must follow the proposal structure outlined in Appendix 1, and will submit draft to Department Committee to ensure proper structure and format, who will review and provide feedback of required changes prior to submission deadline (Sections 3.4–3.6)*
- 4) *Department Committee provides written feedback to the candidate to correct, if necessary, any structural, formatting, or other possible issues as they relate to lack of compliance in the formatting or clarity of the proposal. See Appendix 1 for the requirements in the proposal structure. (Section 3.4, 4.1, 4.2)*
- 5) *The Senate Sabbatical Leave 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. (Sections 1.6, 5.7–5.9)*

SIGNATURE ON FILE

\_\_\_\_\_  
Theresa Drye, Chief Human Resource  
Officer / Vice President

SIGNATURE ON FILE

\_\_\_\_\_  
Jonathan Foglein, Negotiator  
Rowan AFT 2373

**SABBATICAL LEAVE IMPORTANT DATES AND DEADLINES**  
**Procedural Guidelines for Sabbatical Leave Applications**  
**Pursuant to Article XXVII of the 2019-2023 Agreement: State of New Jersey and Council**  
**of New Jersey State College Locals, AFT, AFL-CIO**

<i>Applicants for Sabbatical Leave</i>	<i>Deadline*</i>
Applicants send intention to apply for sabbatical leave via email to the Department Chair/Head, Dean, and Senate Office. Email must be time-stamped by 5:00 PM to be considered for leave. Applicants file the “Intention to Apply for Sabbatical Leave” form with Provost’s Office (the link to the Google fillable form is posted with this agreement)	June 1 (June 30 in 2022-2023 only)
Dean approves eligibility for sabbatical leave and sends list to Provost	August 1
Applicants deemed ineligible to apply for sabbatical leave by the Dean submit appeal to the Provost’s Office	September 1
Applicants submit digital draft application to the Department Committee for structural and formatting compliance review of the proposal.	September 21
Department Committee provides written feedback to the candidate to correct, if necessary, any structural, formatting, or other issues. See Appendix 1 for the requirements in the proposal structure. The Department Committee also provides a written review of the merits of the proposal.	October 1
Applicants email a final corrected application based on the department committee review to the Dean.	October 15
Applicants will receive a written evaluation from the Dean	November 1
Digital applications for Sabbatical Leave with evaluative letters from Department and Dean submitted to University Senate Office	November 15
<i>University Senate Sabbatical Leave Committee</i>	<i>Deadline</i>
University Senate Sabbatical Leave Committee, in conjunction with the University Administration, will verify the eligibility of each candidate for sabbatical (i.e., dates of initial employment, last sabbatical leave).	September 15
University Senate Sabbatical Leave Committee will transmit written evaluations and recommendations to each one of the candidates. The review should be comprehensive, and both include and clearly justify the final Project Score. The written review should also include the final project rating.	February 1
The Committee will provide the Provost/Designee with copies of the digital application packets, the Department and Dean letters, the detailed evaluations letters submitted by the Senate to the faculty, the faculty 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>Provost or Designee</i>	<i>Deadline</i>
Provost/Designee notifies all applicants of final determinations regarding the sabbatical leave request	April 1

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

## 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, 2019-June 30, 2023:

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.

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** and/or such other criteria that may be established by the College/University (p. 41-42).

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, 2015-June 30, 2019, 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, 2019-June 30, 2023) and the By-Laws of the University Senate. The committee will be composed of twelve (12) 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 12-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 and Creative Arts
  3. College of Education
  4. Henry M. Rowan College of Engineering
  5. College of Humanities and Social Sciences
  6. College of Performing Arts
  7. College of Science and Mathematics
  8. School of Nursing and Health Professions
  9. School of Earth and the Environment
  10. Librarian
  11. 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 1 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, discipline, profession, and/or University as well as the supporting documentation provided by the applicant and the assessment by the department.

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, 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 two secondary reviewers.** The three 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. 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, discipline, profession, and/or University as well as the supporting documentation provided by the applicant.

Overall Quality and Strength of Proposal	Score	Descriptor
High (Likely to be funded)	10	Exceptional
	9	Outstanding
	8	Excellent
Medium (May or may not be funded)	7	Very Good
	6	Good
	5	Satisfactory
Low (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 1-12).*** 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.
- 1.4 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 section 2.2., "Scholarly and/or Creative Activity," of the local Promotion Agreement, Appendix A, and documented in the respective faculty member or librarian's approved department 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 *Agreement: State of New Jersey and Council of New Jersey State College Locals*, AFT, AFL-CIO July 1, 2019-June 30, 2023) 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 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 may also wish to describe the outcomes in terms of short-term and long-term enhancement for the individual, department, discipline, profession, and/or University. Instructions for the application packet are in Appendix 1.

Through supportive data, 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. In addition to completing the application, the following supportive data should be attached with documentation where possible.

Letters of support, departmental 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 Departmental Committee 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). If the necessary number of members cannot be fulfilled from the said Department(s), then tenured faculty from the same College can be appointed in consultation with the College's Dean. Departments may choose an existing committee or create a new committee for this purpose.

Applicants will provide the application for Sabbatical Leave and the supporting documentation to the identified departmental committee on or before the date listed on page 2.

Upon review, the departmental committee 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, discipline, profession, and/or university.

- 2.3.2 The appropriate Dean's Office will also confirm awareness of the applicant's intent and acknowledge any potential negative impact on that college by the intended leave by the date posted above (see page 2). If there is negative impact on a program, department, or college as a result of an applicant's or applicants' intended sabbatical, the Dean (or designee) will need to explain how the impact may be lessened or eliminated.
- 2.3.3 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 Chair, Dean, and Senate Office time-stamped no later than 5 PM on the date posted above (see page 2). Additionally, the candidate must submit the Provost's Office online "Intent to Apply for Sabbatical Leave" form no later than the date posted above (see page 2).
- 3.2 This notification should contain the following information: name, department, and length of leave requested including specific semester(s) and year. A copy of this dated notification will be included with each copy of the application.
- 3.3 Candidates are expected to provide full documentation as required by this agreement and listed at the bottom of the application form. Detailed guidelines

and formatting instructions can be found in Appendix 1. Only one application may be submitted.

- 3.4 Appendix 1 describes the required proposal structure. Projects that do not follow this structure and lack any of the listed sections will not be reviewed or ranked. To prevent a possible rejection of the project because of improper formatting, the candidate will submit a first draft to the Department Committee for its evaluation by **September 21**. The Department Committee will provide written feedback to the candidate to correct, if necessary, any structural, formatting, or other possible issues as they relate to lack of compliance in the formatting or clarity of the proposal by **October 1**.
- 3.5 It is the candidate's responsibility to ensure that all corrections requested by the Department Committee are addressed before final filing of the sabbatical application.
- 3.6 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 is to 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 Guidelines**

- 4.1 The Department Committee will fulfill a doubled role in the process. It will first review a draft of the application and provide, by **October 1**, written feedback to the candidate to correct, if necessary, any structural, and formatting or other possible issues as they relate to lack of compliance in the formatting or clarity of the proposal (see Appendix 1 for the requirements in the proposal structure.). This first step is intended to avoid a possible rejection of the application by the Senate Committee because of lack of compliance with the proper formatting.
- 4.2 The Department Committee also provides a written review of the merits of the proposal by **October 1**.

#### **5. University Senate Committee Guidelines**

- 5.1 All sabbatical leave communication with the candidate outside of Committee meetings will be conducted by the Sabbatical Leave Committee Chairperson.
- 5.2 No discussion of the candidate in relation to sabbatical leave will be conducted by any Committee member other than in Committee meetings.

- 5.3 Any Committee member has the right to abstain from discussion and voting on a candidate.
- 5.4 Committee members may not apply for a sabbatical leave.
- 5.5 All material submitted to the Committee will be handled in a confidential manner.
- 5.6 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 three areas of outcomes listed in 2.2.1 through 2.2.3. 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.
- 5.7 The committee chair shall issue detailed 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.
- 5.8 The committee chair shall submit digital copies of the complete applications, digital copies of the evaluation letters to the Provost or designee by **February 1**. 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.
- 5.9 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 4.7. The purpose of the evaluation letter is to 1) substantiate the project scoring and 2) to provide meaningful feedback to improve the project for subsequent applications.

## 6. 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.

## 7. **Successful Applicants**

**While on Sabbatical Leave, sabbatical recipients are not permitted to serve on any University, Senate, or departmental committees.** Sabbatical leave recipients may request to serve on committees (University, College, and/or Department) whose work will be completed before the start of the sabbatical leave or will begin after the recipient returns to service.

Upon completion of a sabbatical leave and return to regular duties, sabbatical recipients are required to submit a report to their respective Dean and to the Provost 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.

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. The Dean will send the report directly to the Provost, who will send a letter of acknowledgment to the faculty member with a copy to the Dean.

Departments and/or Colleges 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 (section detailed below) and lack any of the listed sections A, B1, 2, 3, and 4, and C, 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, the discipline, the profession, and for the University.

The application shall contain the following information:

#### **A. Cover page** (use application form) and Abstract (not on the same page)

The Application Form will be the cover page for the Sabbatical Leave Application Packet. Immediately following the cover page should be an abstract.

1. An abstract (100 words or less) will be provided that is a nontechnical 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 in a separate page.

#### **B. Narrative body**

A relatively brief narrative will follow the cover page and abstract. In that narrative, the details of the project will provide in more detail the purpose of the project, the work to be accomplished, the expected results, and the justification for the sabbatical request. The narrative will not be longer than 3 pages, single-spaced.

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 persons 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, college, 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?

### **C. Supporting documents**

1. A curriculum vitae or biographical data sheet including a list of publications and professional activities.
2. Notification letter to Dean and Department Chair/Head: Dated copy of memo of intent to apply for Sabbatical Leave
3. Dean's Confirmation of Notice and Impact Statement
4. Departmental Committee Evaluation Letter
5. Summary of activities and accomplishments from prior Sabbatical Leaves (6.0, if applicable).
6. Additional information relevant to the application

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

Various types of projects can be undertaken during the 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, proposal 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 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 training to applicant as a scholar or teacher and the impact of such training on the department, college, 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 crucial 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 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**

**DEAN'S CONFIRMATION OF NOTICE AND IMPACT STATEMENT FORM**

**DEPARTMENT SABBATICAL COMMITTEE EVALUATION FORM**

**ROWAN UNIVERSITY SABBATICAL LEAVE APPLICATION FORM**

**ONLINE PROVOST'S "Intention to Apply for Sabbatical Leave" Form**

**DEAN'S CONFIRMATION OF NOTICE AND IMPACT STATEMENT FORM  
SABBATICAL LEAVE APPLICATION**

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

Academic Department \_\_\_\_\_

Academic College \_\_\_\_\_

Academic Dean \_\_\_\_\_

**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\_\_\_\_\_

**Impact of requested sabbatical leave (check appropriate box):**

- The College is aware of the application for sabbatical leave and is prepared to accommodate the requested leave.
  
- The College is aware of the application for sabbatical leave and believes the requested leave as proposed will have a negative impact on a program, department, and/or the college. If checked, please explain how the negative impact can be lessened or eliminated (e.g., changing the requested dates of sabbatical from full academic year to chronological year).

\_\_\_\_\_  
Dean (or Designee) Signature

\_\_\_\_\_  
Date

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

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

Academic Department(s) \_\_\_\_\_

The Departmental Committee 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, 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? Will it benefit the College? Will it benefit the University?)

Departmental Review Committee Members

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

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Signature

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Name

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Signature

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Name

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Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

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

## ROWAN UNIVERSITY SABBATICAL LEAVE APPLICATION FORM

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

### Requested duration of Sabbatical:

\_\_\_\_\_ First Semester Only: September 20\_\_\_\_\_ December 20\_\_\_\_\_  
\_\_\_\_\_ Second Semester Only: 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Hiatus 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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Provide the following information regarding your Sabbatical Leave:

- Cover Page with Abstract: Use this form as the cover page, completed and clearly labeled. Immediately following the cover page, attach an abstract of not more than 100 words as described in Appendix 1.
- 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.
- Notification letter to Dean and Department Chair/Head: Dated copy of memo of intent to apply for Sabbatical Leave.
- Dean's signed Confirmation of Notice and Impact Statement.
- Departmental Committee Evaluation signed Letter.

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