



New Jersey City University
Application for Sabbatical Leave
(Fall 2025, Spring 2026, or AY 2025-2026)

Name _____ Department _____

Date of Initial Appointment as Full-Time Faculty Member at NJCU _____

Dates and Length of Previous Sabbatical Leave (if any) _____

Leave Applied for:

Full Year (AY 2025-2026) Yes ___ No ___

Half Year: Yes ___ No ___

Fall Semester ___ or Spring Semester ___

Have you consulted with your Chair? Yes ___ No ___

Have you consulted with your Dean? Yes ___ No ___

Have you sought grant support for this project? Yes ___ No ___

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

Under Review ___ Approved ___ Received ___ Denied ___

Rationale Supporting Sabbatical: Follow the criteria below for evaluation of the sabbatical application and submit a 250-500-word description of your project. 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
 4. Applications for other purposes should include appropriate materials.

Please submit the completed application and supplementary documents (if any) to provost@njcu.edu, no later than February 3, 2025.



Criteria for selection of sabbatical leave application

The Faculty & Professional Staff Affairs Committee will use the following criteria in reviewing sabbatical applications:

1. **Consultation with the Chair and confirm approval with the Dean** prior to submitting the application to the sabbatical application process. Include this approval with the application.
2. Eligibility: as per NJCU guidelines.
3. Overall Quality of Proposal: The proposal should contain a clear and coherent description of the project, project objectives and the possibilities for outside support.
4. Value of the Sabbatical to the Department and/or University: The application should indicate the ways the sabbatical will contribute to future programs within the department and/or the University.
5. Value of the Sabbatical to the Individual: The application should describe the ways the sabbatical will strengthen the future teaching, research, and/or professional development of the applicant. It should also include any important personal reasons for sabbatical leave at the time requested.
6. Value of the Sabbatical to the Field or Profession: The application should clearly indicate any expected contributions to the applicant's profession that will accrue.
7. Supporting Material: Since sabbatical leaves are awarded on a competitive basis, supporting materials for application should be substantial and carefully prepared. Applicant should make every effort to 1) provide a detailed description of planned activities, and 2) explain how these activities meet the criteria for the application.

Final Report: Each applicant who is granted 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.