



New Jersey City University  
Application for Sabbatical Leave  
(Fall 2024, Spring 2025, or AY 2024-2025)

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

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

Leave Applied for:

Full Year (AY 2024-2025) \_\_\_\_\_

Half Year: Fall Semester \_\_\_\_\_ or Spring Semester \_\_\_\_\_

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

What is the purpose of this leave? See 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 purpose should include appropriate materials.

**Please submit completed application and supplementary documents (if any) to [provost@njcu.edu](mailto:provost@njcu.edu) , no later than February 5, 2024**



### **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 the Dean prior to submitting the application to the sabbatical application process.
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 a 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 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.