

GUIDELINES FOR SABBATICAL LEAVE APPLICATIONS

Your sabbatical application should contain the following four sections in the specified order, which will be uploaded to your submission in [InfoReady](#).

1. Table of Contents

To ensure complete applications and ease of access, please include a table of contents that lists all items in the application.

2. Letter of Intent

This must be a signed statement detailing the following:

- Your intention to return to NJIT post-sabbatical, if granted.
- Your commitment to submit a final report, along with copies of any completed work, to the Committee on Sabbatical Leaves, the Chair of the Department, the Dean of the College, and the Provost no later than the end of the semester following your return to campus.
- Your acknowledgement of the requirement to obtain university pre-approval of any outside activity, such as employment or volunteer work, during the sabbatical (other than the approved sabbatical activity).

3. Sabbatical Leave Proposal

All sabbatical leave proposals should include the following:

- Purpose of the proposed leave; expected results and anticipated dates of results; recent activity relevant to the leave project.
- Updated curriculum vitae (follow the format listed [here](#))
- Supplementary information related to the proposal (such as letters of invitation, book contracts, citation information for previous articles related to sabbatical project, etc.)
- Details about active research projects, visiting scholars/affiliated faculty who you may be hosting, and your management plan to ensure ongoing projects continue without disruption.

If the proposed leave is to **conduct research**, the following questions should be answered:

1. What is the nature of the research?
2. What is the applicant's background in the proposed area of research (practice, publications, related research, etc.)?
3. Where will the work be done? Have arrangements been made to secure the facilities necessary to conduct the research? Please attach copies of relevant correspondence.
4. What benefits will accrue to the university as a result of the research?
5. Will you be using any background IP? If yes, was this IP developed under any federal, state, or industrial projects? Is your IP background filed with the IP office?

6. What is your plan towards meeting your academic, research, and professional obligations at NJIT while on sabbatical leave? (e.g. research grants, academic instruction, supervision of students, post-docs, and visiting scholars)

If the proposed leave is for **writing a book**, the following questions should be answered:

1. Have any publishers been contacted? If so, provide letters indicating their reactions.
2. Has a contract been signed with a publisher? If so, provide copies of the first and last pages of the contract.
3. What is the status of the project? Copies of the outline plus a few completed chapters should be provided.
4. Will the book be finished during the leave? If not, please indicate when it will be finished.
5. What is the expected value to the university as the result of this publication?

If the proposed leave is for other **professional writing** (articles, chapters, notes, etc.), the following questions should be answered:

1. What is the nature of the materials to be prepared?
2. What will be written during the leave?
3. What is the expected value to the university as the result of this effort?

4. Previous Sabbatical Leave Documents

For each previous sabbatical leave granted, please include copies of the following:

- Letter(s) signed by the Committee Chair indicating acceptance of the report(s).
 - Failure to provide this proof may result in the proposal's rejection.