



Sabbatical Leave Program

For 2022-2023 Academic Year

REQUEST FOR PROPOSALS

Application Deadlines:

1.) [Request a sabbatical application by October 1, 2021](#)

(which will generate an application case in Faculty Process), and

2) Upload and submit application materials via Faculty Process by **October 8, 2021**

Sabbatical Application Workshop: [Wednesday Sept. 29, 2021, 1:30pm, via Zoom](#)

Notification of Awards (by Office of Academic Affairs): End of Fall 2021 Semester

PROGRAM GOALS

The sabbatical leave program at The College of New Jersey (TCNJ) is intended to provide full-time faculty members and librarians with the opportunity to grow professionally as accomplished and engaged teacher-scholars and librarian-scholars. It is designed to foster the broad range of activities in which teacher-scholars and librarian-scholars engage, such as scholarship, teaching, advising, and service, as well as to support new directions or a shift in the focus of the applicant's academic career.

A sabbatical enables a faculty member or librarian to take leave from their normal duties of teaching or librarianship, scholarship, academic advising, and service for a period of either one semester or one academic year. The purpose of a sabbatical leave, as defined in the most recent American Federation of Teachers (AFT) union contract, is to enable the faculty member or librarian to pursue "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" (Article XXVII).

The contract further stipulates that "sabbatical leaves shall be granted to those applicants with meritorious applications as evaluated pursuant to the procedures at each College/University... To the extent a College/University has a locally negotiated or accepted procedure, those procedures shall remain in full force and effect until such time as a change is negotiated." For AY 2022-23 Sabbatical Leaves, TCNJ will follow the procedures negotiated and set forth in MOA 101.

A sabbatical is a competitive award. The Sabbaticals Council reviews and recommends applications; the Provost makes the final decision. Applicants should take great care to submit well-conceived, well-prepared, and well-communicated proposals that follow the application format.

ELIGIBILITY

All full-time, tenured faculty members and librarians who, as of June 30, 2022 will have completed a period of six (6) or more years of service at TCNJ, are eligible to apply for a sabbatical leave for the 2022-2023 academic year. Sabbatical leaves are granted no more frequently than once every seven (7) years (AFT Contract, Article XXVII).

Members of the Sabbaticals Council must resign from the council should they apply for sabbatical leave in order to eliminate any possibility of impropriety (real or perceived) during the evaluation of applications. Faculty who have received a sabbatical within the past two years are strongly encouraged to volunteer for service on the Sabbaticals Council because 1) they have recently benefited from sabbatical leave, and 2) they are precluded from applying for sabbatical during their three-year term of membership.

Individuals are not eligible to receive both a sabbatical leave and any Support of Scholarly Activity (SOSA) award during the same fiscal year.

APPLICATION FORMAT

Faculty members and librarians [must indicate via this form that they intend to apply for a Sabbatical](#) during the 2022-2023 cycle. Applicants must do so no later than October 1, 2021, so that Academic Affairs can create a Sabbatical application for the applicant in Faculty Process.

- When your application case is created, the Faculty Process system will email you a notice (within 3 business days of completing the form above) that you have a “case available,” which means you can access and upload your materials to Faculty Process before the October 8, 2021 deadline.
- [Help for using Faculty Process, including video tutorials](#), is posted on the Academic Affairs website.
- From within Faculty Process ([or via hyperlink embedded here](#)), download the cover form pdf and complete it, then obtain your chair and dean acknowledgement signatures (digital signatures are acceptable).
- Upload the application materials described below to Faculty Process no later than 11:59 pm on October 8, 2021. Application materials that have not been submitted by this deadline via Faculty Process will not be reviewed.

A complete sabbatical application includes the following (applications that do not follow these guidelines may be penalized):

1) Cover Sheet

[Download the Cover Page for Sabbatical applications at this link](#), complete it, save it as "1.Coversheet.Year.pdf", and upload to your application case in Faculty Process.

2) Project Proposal

The Sabbatical Council’s charge is to evaluate projects on their merits; however, the applicant should keep in mind that non-specialists will be evaluating the proposal. It is the applicant’s responsibility to present the proposed project in a clear, well-organized manner that effectively communicates the proposed project and its merits to this Council with broad disciplinary representation.

Proposals must be no more than four (4) single-spaced, **numbered** pages (1 inch margins, standard 12 point font), and should include the following labeled sections:

- **DESCRIPTION:** Description of the proposed project, including its context within the field and appropriateness for a sabbatical; specific goals and objectives.
- **METHODOLOGY/APPROACH:** Explain the methodology, procedures, or plan for the project.
- **SCHEDULE:** Provide a proposed schedule for project activity, including justification of length of sabbatical.
- **OUTCOMES AND VALUE:** Describe the expected outcomes and plans for dissemination of the results of the project, including the value of the project to the applicant's professional development, to the college, to students, and/or to the broader community of teachers/scholars.

Applications should also include an appendix, listing literature cited and other references and resources. This appendix may include additional materials that further illuminate the proposed project, such as acknowledgement of institutional support and collaboration agreements. This appendix does not count towards the four-page maximum.

3) Professional Curriculum Vitae (CV)

The applicant should submit a professional CV, including information relevant to the proposed project as well as the larger scope of the applicant's experience regarding **teaching, librarianship, scholarly activity, academic advising, and service** to the department, program, school, college, student life, etc. The section should describe scholarly activities in reverse chronological order and indicate for all publications and presentations: a) The applicant's contribution to any multi-authored work (main author, percentage of effort, etc.), and b) the importance/quality of the publications/presentation venues (e.g., top tier journal, international/national/regional conference, percent acceptance, impact, etc.) The same applies to artistic activities. The standard CV for reappointment/promotion is acceptable, but not required.

4) A copy of the most recent Post-sabbatical Report(s) and/or other evidence of outcomes from the most recent Sabbatical Award (if applicable)

REVIEW CRITERIA

Submitted proposals will be reviewed and evaluated by an interdisciplinary Sabbaticals Council. **Council members will evaluate proposals using the guidelines listed below and the rubric included at the end of this document.**

1) Presentation of the Proposed Sabbatical Project

- Set the proposed project within the appropriate context, including citing appropriate literature and other resources; clearly present the objectives for the proposed project and explain its methodology.
- Clearly explain the activities that comprise the proposed project, the competencies to be acquired, and resources to be used.

2) Work Plan/Time Frame

- Provide evidence that the work plan and time frame are appropriate to the proposed project. If your proposed sabbatical work involves human or animal research needing Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) approval, please indicate whether your application needs to be submitted, is under review, or has been approved.

3) Potential Professional Development Outcomes from the Proposed Sabbatical Project

- Convey the importance of the proposed sabbatical project to the applicant's professional development as an accomplished and engaged teacher-scholar or librarian-scholar (e.g., potential for publishable results, enhance competency as a scholar or teacher, pursuit of an accredited terminal degree program); and/or
- Convey the expected value of the project to the broader community of teachers and/or scholars; and/or
- Convey the expected value of the project to the applicant's department or program, to the institution, and/or to students.

4) Qualifications of the Applicant

- Provide evidence of the potential to complete the proposed sabbatical project. This evidence may come from several sources, including the applicant's past record as an accomplished and engaged teacher-scholar or librarian-scholar at TCNJ (including outcomes from previous sabbaticals, if applicable) and past record of service (with dates) to the TCNJ community, including service to the department or program, school, college, student life, etc. Applicants with significant gaps in their record (e.g., reduced research productivity while serving as Chair of a department) should provide an explanation and a description of how the applicant will reengage.

POST-SABBATICAL REPORT

Recipients of sabbatical awards will be required to submit to the Office of Academic Affairs, by October 1 of the year after the sabbatical, a 1–2 page narrative report of the progress made on the sabbatical project. Additionally, sabbatical recipients are encouraged to present the results of their projects to the campus community in a public forum.

Applicant Name: _____

Evaluation Rubric for Sabbatical 2022-2023 Applications

The Sabbaticals Council [SC] makes a recommendation for funding of sabbatical leaves to Academic Affairs. The categories below are used to rank the proposals. The final decision is made by Academic Affairs based on budgetary considerations and the recommendations of the SC. The SC has no knowledge of the funding constraints and bases its recommendations solely on the merits of the applicant’s submission to the SC. The scores given by all SC members for each of the criteria within a category are averaged to determine a category score. The categories are assigned weights, given below, and a weighted average is determined. The final score will range from 1 to 10, with 10 a “High Priority” recommendation and 1 a recommendation of “Do Not Fund” [DNF]. In the case of tied scores, the Provost directs the Sabbaticals Council to re-score the applicant proposals with tied scores until the scores are no longer tied.

The following categories will be scored according to the clarity and adequacy of the entire proposal packet.

| DNF | Low Priority | Fund | High Priority |

Category 1: Project Description (25%)										
Set the proposed project within the appropriate context, including citing appropriate literature and other resources; clearly presented the objectives for the proposed project and explained its methodology. Clearly explained the activities that comprise the proposed project, the competencies to be acquired, and resources to be used.	1	2	3	4	5	6	7	8	9	10
Category 2: Work Plan/Time Frame (25%)										
Provided evidence that the work plan and time frame are appropriate to the proposed project.	1	2	3	4	5	6	7	8	9	10
Category 3: Potential Professional Development Outcomes (25%)										
Conveyed the importance of the proposed sabbatical project to <ul style="list-style-type: none"> • The applicant’s professional development as an accomplished and engaged teacher-scholar or librarian-scholar (e.g., potential for publishable results, enhanced competency as a scholar or teacher, pursuit of an accredited terminal degree program). • The broader community of teachers and/or scholars. • The applicant’s department or program, to the institution, and/or to students. 	1	2	3	4	5	6	7	8	9	10
Category 4: Qualifications of Applicant (25%)										
Provided evidence of the potential to complete the proposed sabbatical project. <ul style="list-style-type: none"> • Evidence may come from several sources, including the applicant’s past record as an accomplished and engaged teacher-scholar or librarian-scholar, and past record of service to the TCNJ community, including service to the department or program, school, college, student life, etc. Applicants with significant gaps in their record (e.g., reduced research productivity while serving as Chair of a department) should provide an explanation and a description of how the applicant will reengage. 	1	2	3	4	5	6	7	8	9	10
Applicant’s Overall Score (average of scores for categories 1, 2, 3, and 4): _____										
Comments:										