



# Sabbatical Leave Program

## For 2026-2027 Academic Year

# REQUEST FOR PROPOSALS

### Important Dates and Application Deadlines:

- 1.) Request a sabbatical application by **September 26, 2025**: via [https://tcnj.co1.qualtrics.com/jfe/form/SV\\_cwsxlbT2Y4yWdkG](https://tcnj.co1.qualtrics.com/jfe/form/SV_cwsxlbT2Y4yWdkG), which will generate an application case in Faculty Process, and
- 2) Upload and submit application materials via Faculty Process by **October 3, 2025, at 11:59 pm.**<sup>1</sup>

**Sabbatical Application Workshop: Wednesday Sept. 3, 2025, 1:30pm, via Zoom**  
**Notification of Awards (by Office of Academic Affairs): End of Fall 2025 Semester**  
**Request for Feedback addressed to Sabbatical Council Chair: January 28, 2026**

### 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 primarily to foster the scholarly/creative/professional activities in which teacher-scholars and librarian-scholars engage, 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, 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 2026-27 Sabbatical Leaves, TCNJ will follow the procedures negotiated and set forth in MOA 101.

**A sabbatical is a competitive award.** The Sabbaticals Council reviews, scores, and ranks applications; the Provost makes the final decision on how many awards will be granted in a given year. Applicants should take great care to submit well-conceived, well-prepared, and well-communicated proposals that follow the application format. Unsuccessful applicants may request written feedback from the council by January 28, 2026.

<sup>1</sup> COLLEGE OFFICES AND THE TCNJ HELPDESK ARE UNAVAILABLE AFTER 5PM. PLEASE SUBMIT EARLY TO AVOID ANY PROBLEMS WITH SUBMISSIONS. LATE APPLICATIONS WILL NOT BE ACCEPTED.

## ELIGIBILITY

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All full-time faculty members and librarians (either tenured, or having successfully completed their tenure review) who, as of June 30, 2026 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 2026-2027 academic year. Faculty members whose tenure package has not yet been fully reviewed due to Qualifying Life Event (QLE) extensions are not eligible to apply. Faculty with questions pertaining to their eligibility should contact Academic Affairs. 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

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Faculty members and librarians must 1) request an application by September 26, 2025 [https://tcnj.co1.qualtrics.com/jfe/form/SV\\_cwsxlbT2Y4yWdkG](https://tcnj.co1.qualtrics.com/jfe/form/SV_cwsxlbT2Y4yWdkG), which will generate an application case in Faculty Process, and 2) upload and submit their application materials using Faculty Process by October 3, 2025, at 3:00PM. A complete sabbatical application includes the following:

### 1) Project Proposal

The Sabbatical Council is charged with evaluating proposals for sabbatical leave on the basis of established criteria and standards and with issuing a report of recommended and non-recommended proposals to the Provost for action. 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, 12 point Times New Roman font), and should include the following labeled sections:

- PROJECT DESCRIPTION
- METHODOLOGY/APPROACH
- WORK PLAN/TIME FRAME
- OUTCOMES AND VALUE

Applications may include an appendix, listing literature cited and other references and resources. This appendix may also include supporting evidence such as grant award notification, acknowledgement of institutional support, collaboration agreements, letters from editors, publishers, or performance/art venues. In no case should any information required in the proposal itself be relegated to the appendix. The appendix does not count towards the four-page maximum.

### 2) Professional Curriculum Vitae (CV)

The applicant should submit a professional, annotated 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 CV 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.

- 3) **A copy of the Post-sabbatical Report with updated outcomes from the most recent Sabbatical Award (If applicable)**
- 4) **Completion of the embedded Faculty Process cover sheet**, which includes queries about the applicant's TCNJ appointment, proposal title, semester/year for proposed sabbatical, IRB, IACUC, and affirmation that the applicant has notified both their chair and dean of their application.

## **REVIEW CRITERIA**

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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) Project Description and Methodology**

- Provide a description of your plan/project for the sabbatical period including the specific goals and objectives for the proposed project. (The narrative should be free of jargon and comprehensible to a broad audience of fellow teacher/librarian-scholars.)
- Set the proposed project within the context of your field, including discussing relevant literature and other resources, and
- Explain the methodology and/or procedures, employed in the project.
- Clearly explain the activities that comprise the proposed project, the competencies to be acquired, and/or resources to be used.

### **2) Work Plan/Time Frame**

- Explain the project's appropriateness for sabbatical release time, including justification of length of sabbatical.
- Provide a proposed schedule for project activity. 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) Outcomes and Value of the Project**

- Clearly describe the expected outcome for this project (i.e. book, scholarly article, curriculum, training, etc.) Be as specific as possible. As noted above, supporting evidence (i.e. letters of invitation, contracts/correspondence with publishers, editors, performance/art venues) may be included in an appendix.
- Describe the value of the proposed sabbatical project to your professional development as an accomplished and engaged teacher-scholar or librarian-scholar. your discipline, the college, your department or program, and/or students.

### **4) Qualifications of the Applicant**

Evaluations are based on candidates' annotated CV, most recent sabbatical report with updated outcomes (if applicable), and relevant information in the project narrative.

- Provide evidence of the potential to complete the proposed sabbatical project, including the applicant's past record as an accomplished and engaged teacher-scholar or librarian-scholar;

scholarly outcomes (including outcomes from previous sabbaticals, if applicable); and/or engagement in applicant's scholarly field.

- Provide evidence of service to the TCNJ community, including service to the department or program, school, college, student life, etc. (Include dates.)
- Applicants with significant gaps in their scholarly record (e.g., reduced research productivity while serving as Chair of a department, significant life events, etc.) may choose to provide an explanation and a description of how the applicant will reengage.
- If you have previously received a sabbatical, provide evidence of outcomes, commensurate with the length of the sabbatical (one semester or one year), from the most recent sabbatical award. This evidence should consist of a copy of the post-sabbatical report and may be supplemented by other evidence of outcomes.

## **POST-SABBATICAL REPORT**

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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 2026-2027 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, where 1 indicates a "Very Weak" proposal and 10 an "Outstanding" one. 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.*

Scores range from "Very Weak" (1) to "Outstanding" (10)

#### Category 1: Project Description (25%)

<ul style="list-style-type: none"><li>• 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, procedures, or plan.</li><li>• Clearly explained the activities that comprise the proposed project, the competencies to be acquired, and resources to be used.</li></ul>	1	2	3	4	5	6	7	8	9	10
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#### Category 2: Work Plan/Time Frame (25%)

<ul style="list-style-type: none"><li>• Provided detailed work plan for requested leave. (Candidate may also include period before or after sabbatical.)</li><li>• Provided evidence that the work plan and time frame are appropriate to the proposed project.</li></ul>	1	2	3	4	5	6	7	8	9	10
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#### Category 3: Outcomes and Value (25%)

<ul style="list-style-type: none"><li>• Clearly explained plans for dissemination of project results, enhanced competency as a scholar or teacher, and/or pursuit of an accredited terminal degree program).</li><li>• Conveyed the importance of the proposed sabbatical project to the applicant's professional development as an accomplished and engaged teacher-scholar or librarian-scholar</li><li>• Conveyed the importance of the proposed sabbatical project to the broader community of teachers, scholars, the college, the applicant's department or program, and/or students.</li></ul>	1	2	3	4	5	6	7	8	9	10
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#### Category 4: Qualifications of Applicant (25%)

<ul style="list-style-type: none"><li>• Provided evidence of applicants' potential to complete the proposed sabbatical project, including<ul style="list-style-type: none"><li>○ Past record as an accomplished and engaged teacher-scholar or librarian-scholar</li><li>○ Past record of service to the TCNJ community, including service to the department or program, school, college, student life, etc.</li><li>○ Evidence of outcomes from the most recent sabbatical award. This evidence should consist of a copy of the post-sabbatical report and may be supplemented by other evidence of outcomes.</li></ul></li><li>• 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.</li></ul>	1	2	3	4	5	6	7	8	9	10
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Applicant's Overall Score (average of scores for categories 1, 2, 3, and 4): \_\_\_\_\_

Comments