

SABBATICAL LEAVE PROGRAM: 2017-2018

RBHS faculty in legacy UMDNJ positions should contact their School Faculty Affairs Office for the Faculty Renewal Leave (sabbatical) forms and instructions.

APPLICATION AND INSTRUCTIONS:

This document accompanies the application form for the Sabbatical Leave Program. Before completing the application, please read this document thoroughly for a description of the program, the eligibility requirements, the process of application and approval, and the obligations of the faculty member who is awarded a sabbatical leave.

DEADLINE

Completed applications, with the appropriate endorsement signatures, must be received in the following offices no later than **Friday, JANUARY 6, 2017:**

- For Camden faculty, the office of the respective academic dean.
- For Newark faculty, the office of the respective academic dean.
- For New Brunswick faculty, the office of the respective faculty dean.
- For University Libraries faculty, regardless of location, the office of the Vice President for Information Services and University Librarian.

NATURE OF THE PROGRAM

The Sabbatical Leave Program, first authorized by the Board of Governors in 1972 as the Faculty Academic Study Program, provides one and two semester leaves to eligible faculty members to undertake projects of academic significance to themselves and their departments or units. The Program is administered on the Camden, Newark and New Brunswick campuses by the offices of the respective academic deans. For library faculty, the Program is administered by the Vice President for Information Services and University Librarian, regardless of the librarian's geographic location.

PERIOD OF LEAVE AND APPLICATION CYCLE

There are several sabbatical leave options available for faculty, depending on their eligibility (see **Eligibility** below). Faculty members wishing to be considered for a sabbatical leave may apply for:

1. 80 percent of salary for one or both semesters of Academic Year 2017-2018, or for the Calendar Year 2018 (Spring 2018 and Fall 2018 semesters). Faculty members also may apply for a split leave (Fall 2017 and Fall 2018 or Spring 2017 and Spring 2018).
2. 100 percent of salary for Fall 2017 or Spring 2018.

A leave with full salary may not be combined with a leave at 80 percent salary. The application cycle for the 2018-2019 Academic Year (Fall 2018 term, Spring 2019 term, or both) will commence in Fall 2017.

ELIGIBILITY

The following conditions govern eligibility for sabbatical leaves:

1. For a one semester leave at 80 percent salary: Three years (6 semesters) of full-time service at the rank of Instructor (or equivalent) or above.
2. For a one semester leave at 100 percent salary: Six years (12 semesters) of full-time service at the rank of Instructor (or equivalent) or above.

Note: For tenure-track Assistant Professors *only* (or equivalent), the prior service requirement for a one semester leave at 100 percent salary is three years (6 semesters)

3. For a two semester leave at 80 percent salary: Six years (12 semesters) of full-time service at the rank of Instructor (or equivalent) or above.
4. Time spent in rank on a non-competitive fellowship leave program (with or without compensation) does not accrue as eligible service. Time spent in rank on a Competitive Fellowship Leave does accrue as eligible service. Faculty members who hold at least half-time appointments are eligible for a sabbatical leave on a proportional basis.
5. Prior Service at Other Institutions: Faculty members may request one-half year of eligibility for every year of full time prior service at other institutions at the rank of Instructor or above. The request is limited to four years of eligibility (*eight* years of prior service at other institutions) for a one-semester sabbatical leave with 100 percent salary or a two-semester sabbatical leave; and to two years of eligibility (*four* years of prior service at other institutions) for a one-semester sabbatical leave with 80 percent salary. Prior service may *not* be counted if previously used toward a sabbatical or other leave at another institution.
6. One cannot “bank” eligible years. Once a sabbatical leave is taken, regardless of the number of years since the prior sabbatical leave, eligibility must be established anew. The only exception to this (as noted in item 7 below) is when an approved sabbatical leave is delayed for up to two semesters for University necessity.
7. Previous Leaves: Once a faculty member has been awarded a sabbatical leave (for either one or two semesters), regardless of the number of years since a prior sabbatical leave, he or she is not eligible for; (a) a subsequent one-semester sabbatical leave at 80 percent salary until he or she has provided three years of service at Rutgers following the most recent sabbatical leave; or (b) a subsequent one-semester sabbatical leave with full salary or a two-semester sabbatical leave at 80 percent salary until he or she has provided six years of service at Rutgers following the most recent sabbatical leave. The semester between split leaves will count toward eligibility for subsequent leaves. Whenever a sabbatical leave is delayed at the written request of and for the benefit of the University, the period of such delay, up to a maximum of two semesters, shall be counted as service subsequent to the delayed sabbatical leave. Faculty members who participated in any other leave program in 2015-2016 or 2016-2017 (with the exception of a Competitive Fellowship Leave), funded in full or in part by Rutgers, will not normally be awarded a sabbatical leave for 2017-2018.

Note: In all cases, a sabbatical leave which would have the effect of removing the faculty member from departmental service for a period of two consecutive academic years requires special approval by the department chair or director, and the academic dean or Vice President for Information Services and University Librarian.

8. Candidates Entering the Terminal Year: A sabbatical leave is not awarded in a faculty member's terminal year of appointment. Accordingly, a faculty member who has been notified of his or her non-reappointment is not eligible for participation in the sabbatical program. If a faculty member has been granted a sabbatical leave and later receives notice of non-reappointment, the sabbatical leave is automatically rescinded if the leave is to fall within the faculty member's terminal year.
9. Candidates in the Last Year of Probationary Period: A faculty member in the last year of the probationary period is not eligible for a sabbatical.

CRITERIA FOR SELECTION

Participation in the Sabbatical Leave Program is approved only on the basis of a detailed proposal from an eligible faculty member for the improvement of his or her academic functions at the University. The proposal must accompany the application and must provide information on the nature and scope of the project to be undertaken during the period of leave.

Three principles primarily govern the selection of sabbatical recipients from among applicants who meet the criteria for eligibility:

1. First consideration is, in general, given to faculty with the greatest seniority in terms of University service and in terms of service between leaves.
2. If two or more applications are judged to be of equal quality, first priority is given to applicants who have not been awarded sabbatical leaves for which they have been eligible in previous years.
3. No more than 10 percent of the faculty of any unit may be awarded a sabbatical leave in any one year.

THE APPLICATION PROCESS: EVALUATION AND ENDORSEMENT

An application for sabbatical leave by a faculty member is to be reviewed and endorsed by the candidate's department chair or program director and the dean of the candidate's academic unit. The academic dean has final approval authority for sabbatical leaves.

For library faculty on all campuses, an application is to be reviewed by, and signed by, the candidate's director and the Vice President for Information Services and University Librarian, who has final approval authority for sabbatical leaves.

Each academic officer must indicate on the application whether he or she does or does not endorse a faculty member's application and, in the latter case, the reasons for non-endorsement. A positive endorsement signifies that (a) the basic staffing needs of the program will be met in the candidate's absence, and (b) that the officer supports the candidate's leave application and proposed project with respect not only to the candidate's own scholarly development, but also with respect to the development of the discipline in the department, college, or faculty. If the applicant has had a previous sabbatical leave, he or she must attach a copy of the report of his or her activities and accomplishments during the previous sabbatical leave period. If 2017-2018 is a possible terminal or probationary year for the sabbatical applicant, the chair or director is required to note this fact in the space provided on the administrative endorsement form. If a faculty member is eligible for a leave and his or her proposed project meets the aforementioned criteria, but he or she cannot readily be released from University duties in 2017-2018 the faculty member is to be given priority consideration in 2018-2019. In this situation, the extra year of eligibility is preserved for accrual of years towards the next sabbatical leave.

Prospective applicants for sabbatical leave should discuss their interest in such a leave with their department chairs or directors before submitting an application.

PATHWAY FOR APPLICATIONS

A candidate is to submit his or her completed sabbatical application to his or her department chair or program director. At each stage of review, the reviewing officer is to indicate endorsement or non-endorsement and forward the form to the next level. The reviewing officer may elect to consult with the applicant with a view toward strengthening the proposal. Final approval of the application requires concurrence of the respective academic officers.

OBLIGATIONS OF THE FACULTY MEMBER ON SABBATICAL LEAVE

1. **Changes in Projects:** If, because of unforeseen circumstances or conditions beyond his or her control, a faculty member finds it impossible to execute the project described in his or her sabbatical application, and approved through the endorsement and approval process described, whether before or during the period of leave, the faculty member must secure in writing the approval both of the department chair or program director and the academic dean, or Vice President for Information Services and University Librarian before undertaking an alternate project. It is assumed that such approval will be given only for an alternate project of equal or greater academic merit.
2. **Changes in Time Period:** If, because of unforeseen circumstances or conditions beyond his or her control, a faculty member finds it either necessary or desirable to substitute one time period for another (e.g., Spring 2018 in lieu of Fall 2017) with respect to a sabbatical leave which has been granted, the faculty member must secure in writing the prior approval of the department chair or program director and the final approving authority. It is assumed that such approval will be granted only on the basis of sound academic justification.
3. **Outside Compensation:** During a faculty member's participation in the Program, the faculty member may accept outside compensation from externally funded sources only if it is relevant to the proposal and if the total compensation from Rutgers and from other externally funded sources does not aggregate to more than 100 percent of the faculty member's regular base pay (see Sabbatical Arrangements, below). Under no circumstance is a faculty member on sabbatical leave from Rutgers permitted to undertake a full-time compensated assignment at another university or elsewhere.
4. **Written Report:** Promptly upon returning from sabbatical leave, a faculty member is obligated to submit a written report of the activities accomplished during the leave, including documentary evidence of scholarly or creative activity, through the faculty member's department chair or program director to the academic dean or Vice President for Information Services and University Librarian, where it becomes a part of the faculty member's personnel file. The academic dean or Vice President for Information Services and University Librarian is required to submit a summary report, through the chancellor where appropriate, to the Senior Vice President for Academic Affairs, covering all faculty in the unit and their projects by November 1, 2018.
5. **Resumption of Duties:** Faculty members must agree in writing to resume their duties at Rutgers for a period equivalent to their sabbatical leave. Failure to return to University service for an amount of time equivalent to the sabbatical leave obligates the sabbatical recipient to repay to the University all salary monies received during the period of leave.

SABBATICAL SALARY

Faculty members are paid 80 or 100 percent of their base salary, and there will be no payroll deductions required to support the program. Applicable federal income tax, FICA, Medicare, state income tax, and state unemployment and

disability tax will be based on the *sabbatical* salary and any compensation earned from externally funded sources. The mandatory employee pension contributions and supplemental 403(b) plan contributions will also be based on the *sabbatical* salary. However, the 8 percent matching employer pension contribution will still be based upon the full base salary.

Faculty members who contemplate applying for sabbatical leave are urged to consult their own tax advisor for further information and advice.

SABBATICAL ARRANGEMENTS

Sabbatical participants will receive 80 or 100 percent of their base salary in accordance with the eligibility criteria outline beginning on page 2. **To place a faculty member on sabbatical leave in the RIAS-HR/Payroll system, the department's HR-Preparer must navigate to "Manager Self Service," "Job and Personal Information," and "Leave Request."** Enter the "Effective Date" of the sabbatical leave (January 1 or July 1) and click the "continue" button. Select the faculty member who will be placed on sabbatical leave and click the "continue" button. Indicate "Type of Leave" using the drop down list and select "Paid Leave of Absence." Under "Reason for Leave," select either "Sabbatical @ 100%" or "Sabbatical at 80%." If you selected "Sabbatical at 80%," change the "Regular Salary" field to "80." Upload the completed "Application for Sabbatical Leave" with appropriate endorsements as an attachment. After the confirmation message appears, click on the "OK" button to submit the request to University Human Resources. For more information, please refer to page 24 of the Prepare Role instructional manual for RIAS which can be found at http://hcmblog.rutgers.edu/media/blogs/HCMUserBlog/HRPreparer_8%2023%2013.pdf?mtime=1377281595.

To return a faculty member from a sabbatical leave in the RIAS-HR/Payroll system, the department's HR-Preparer must navigate to "Manager Self Service," "Job and Personal Information," and "Return From Leave Request." Enter the "Date This Return From Leave Takes Effect" in the field provided and click the "continue" button. Select the faculty member who will be returning from sabbatical leave. Complete the "Return from Leave" request and click the "submit" button.

Faculty members earning compensation from externally funded sources for a portion of their reduced salary must have a separate appointment for this work which shall be paid via the RIAS-HR/Payroll system. The amount of compensation earned from external sources may not exceed 20 percent of their base salary for faculty members on an 80 percent salary sabbatical. For all accounts, this separate appointment should be a Coadjutant, Casual Non-Teaching appointment (Job Class 99912) indicating Class 8 employment status.

Certain ordinary and necessary business expenses incurred by faculty members in connection with their sabbatical leave may be reimbursable if funding is available. Faculty members should consult with their department chairperson or program director to determine what, if any, business expenses are reimbursable before they are incurred.

APPLICATION FOR SABBATICAL LEAVE: 2017-2018
Please read the accompanying instructions before completing this form.

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1. Name of Applicant: _____
2. Academic Rank and Title: _____
3. Unit/College/Department: _____

Please check the appropriate responses:

4. Indicate your current term of appointment: _____
 Academic Year (10 month) _____ Calendar Year (12 month) _____

5. Are you currently tenured? Yes No

6. If not tenured, indicate expiration date of your current appointment: _____

7. If you are now an Assistant Professor (or equivalent), indicate whether you are now serving:

First 3-Year Term Second 3-Year Term

8. Indicate the time period for which you are applying for sabbatical leave:

Fall 2017	Spring 2018
Academic Year 2017-2018	Calendar Year 2018
Fall 2017/Fall 2018	Spring 2018/Spring 2019

9. Indicate the kind of leave you are applying for:

One-semester, 80 percent salary
 One-semester, 100 percent salary
 Two-semester, 80 percent salary

10. Please list all the academic appointments which you have held at Rutgers. Include your faculty rank, inclusive dates and whether full- or part-time.

Rank	Month/Year From - To	Full Time	Part Time %

Applicant's Name: _____ Proposed Sabbatical Leave Period: _____

11. Total number of semesters, up to the proposed sabbatical leave, you have served as a full-time member of the Rutgers faculty: _____ semesters
12. If you have had previous sabbatical leaves, please indicate the time period(s): _____ and the number of semesters, up to the proposed sabbatical leave, you have served as a full-time member of the Rutgers faculty since your last sabbatical leave: _____ semesters. **NOTE:** Attach to this application your report of activities and accomplishments of your last sabbatical leave.
13. If you have not had a previous sabbatical leave, please indicate the number of semesters of full-time employment from your first appointment at Rutgers to the beginning date of the proposed sabbatical leave: _____ semesters
14. If, *and only if*, you wish to claim credit toward sabbatical eligibility as a result of prior service at other institutions, please list your faculty appointments at other institutions. Include your rank, the inclusive dates, and whether full-time or part-time. Do not list appointments that were less than half-time.

<u>Institution</u>	<u>Rank</u>	<u>Month/Year From - To</u>	<u>Full Time</u>	<u>Part Time %</u>

15. If applicable, total number of eligible semesters resulting from service at other institutions: _____ semesters (See instructions, page 2, item 5)
16. Please list all other previous leaves from your normal academic duties at Rutgers. Include Rutgers Faculty Fellowships supported by your school or unit, fellowships from outside granting agencies, visiting professorships, personal leaves, etc. Indicate what percentage of your salary, if any, was paid by Rutgers during each such leave.

<u>Type/Name of Leave</u>	<u>Month/Year From - To</u>	<u>% of salary, if any, paid by Rutgers</u>

Applicant's Name: _____ Proposed Sabbatical Leave Period: _____

17. If the period of sabbatical leave requested is the result of a delay of a previous sabbatical leave application *at the request of and for the benefit of the University*, please indicate the following and attach applicable correspondence:

Year original application submitted: _____

Original time period of sabbatical leave for which you applied:

Fall _____
Academic Year _____

Spring _____
Calendar Year _____

Split: Fall _____ Spring _____
Fall _____ Spring _____

18. If you plan to spend any part of your leave abroad, please indicate which countr(y)(ies):

Applicant's Name: _____ Proposed Sabbatical Leave Period: _____

ACADEMIC PROPOSAL

In this space, and on additional pages if necessary, describe the academic activity you intend to undertake during the sabbatical leave for which you are applying. This proposal should indicate what you intend to accomplish during your sabbatical leave and how this will contribute to your role at Rutgers.

NOTE: If you have had one or more previous sabbatical leaves, you must attach a copy of the report of your activities and accomplishments during your last sabbatical leave period.

Applicant's Name: _____ Proposed Sabbatical Leave Period: _____

**AGREEMENT BETWEEN APPLICANT AND RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY**

If my application is approved, I agree to the conditions established by Rutgers University for leave under the Sabbatical Leave Program:

1. To not accept payment from other employment, fellowships or grants in lieu of salary (as distinct from monies designated strictly for expenses) that would bring my total compensation above 100 percent of my Rutgers salary;
2. To return to Rutgers for a time at least equivalent to that spent on sabbatical leave;
3. To submit a written report of the activities undertaken and accomplished during the period of leave to my department chair or program director, promptly upon my return from leave;
4. In the event that my appointment at Rutgers University is terminated by notice of non-reappointment, to relinquish my approved sabbatical leave if the approved leave falls within my terminal year;
5. Should I fail to return to Rutgers University for an amount of time equivalent to the sabbatical leave, to repay the University all salary monies received during the period of my sabbatical leave.

(Signature of Applicant)

(Date)

Applicant's Name: _____ Proposed Sabbatical Leave Period: _____

ENDORSEMENTS

BY DEPARTMENT CHAIRPERSON OR EQUIVALENT OFFICER

After reviewing the official personnel file of the applicant, indicate whether 2017-2018 represents a possible terminal year for the applicant: (check one) Yes No

Indicate if 2017-2018 represents a probationary year for the applicant: (check one) Yes No

Is applicant on leave during 2016-2017?

(check one) Yes No If yes, explain: _____

I have reviewed the attached application for sabbatical leave for the period and purposes described therein. On the basis of that review, the application: (check one)

IS ENDORSED IS NOT ENDORSED Rationale for non-endorsement, if applicable: _____

Signed: _____ Date: _____

BY DEAN OF THE ACADEMIC UNIT OR VICE PRESIDENT FOR INFORMATION SERVICES AND UNIVERSITY LIBRARIAN

I have reviewed the attached application for sabbatical leave for the period and purposes described therein. On the basis of that review, the application: (check one)

IS ENDORSED IS NOT ENDORSED Rationale for non-endorsement, if applicable: _____

Signed: _____ Date: _____

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