

MONTCLAIR STATE UNIVERSITY

8. SABBATICAL LEAVE

(See 8.1-8.3.8 in the Statewide Contract)

8.4.1 Applications will be made available online in Interfolio to the faculty member/librarian before the date stated in the University Administrative Calendar. A faculty member or librarian must submit the application via Interfolio to the Department (DSRC) or School Sabbatical Review Committee (SSRC) or Librarian Sabbatical Review Committee (LSRC) respectively. The applicant should clearly state the objectives and/or goals of the proposed sabbatical leave; develop fully (where applicable) the problem, the plan, and process/methods for achieving the stated objectives and describe how the results will be published, exhibited, performed or used to enhance the applicant's competency as a scholar, artist, teacher, or librarian.

8.4.2 At any time during the following review process, an applicant may withdraw the application for a sabbatical leave and the materials will be returned to the applicant.

8.5 DSRC/SSRC/LSRC Review

8.5.1 There shall be a Department or School Sabbatical Review Committee established for the purpose of reviewing and recommending proposals for a sabbatical leave at the departmental level. The committee shall be composed of the department chairperson or school director and two annually elected tenured faculty members from that department. No applicant for a sabbatical leave may serve as a member of the DSRC or SSRC. The department chair or school director will serve as the chair of the DSRC or SSRC.

8.5.2 There shall be a Librarian Sabbatical Review Committee established for the purpose of reviewing and recommending proposals for sabbatical leave at the departmental level. The committee shall be composed of the department head and two annually elected tenured librarians. No applicant for sabbatical leave may serve as a member of the LSRC. The department head will serve as the chair of the LSRC.

8.5.3 The DSRC or SSRC or LSRC shall review applications and all materials submitted by an applicant in order to determine whether or not the application meets the criteria to be recommended for a sabbatical leave. The DSRC or SSRC or LSRC shall write a brief narrative evaluating each application and either recommend or not recommend the applicant. The DSRC or SSRC or LSRC will send its recommendation and brief narrative to the applicant.

8.5.4 If the DSRC or SSRC or LSRC identifies a potential issue related to the timing of the leave, the committee will meet with the applicant(s) involved informally to resolve the issue by adjusting the length or the term requested.

8.5.5 Within three (3) working days of receiving a negative recommendation, from the DSRC or SSRC or LSRC, the applicant may make a written response. The purpose of the response shall be limited to clarification of material already included in the application.

- 8.5.6 Within three (3) working days of receiving the applicant's response, the DSRC or SSRC or LSRC shall respond in writing. The committee may confirm its original recommendation; however, the written response must address the issues raised by the applicant.
- 8.5.7 The DSRC or SSRC or LSRC will forward to the dean the application and all associated documents.
- 8.6 Dean's Review
- 8.6.1 The dean will review each application and all materials submitted by the applicant, the recommendation and written narrative of the DSRC or SSRC or LSRC and any responses to the recommendation of the DSRC or SSRC or LSRC in order to determine whether the application meets the criteria to be recommended for a sabbatical leave. The dean shall then write a brief narrative evaluating each application on the basis of the established criteria and either recommend or not recommend. The dean shall forward to the Provost each application and all associated documents and will simultaneously forward to the applicant the recommendation and brief narrative.
- 8.6.2 If the dean identifies a potential issue related to the timing of the leave, the dean will meet with the DSRC or SSRC or LSRC and the applicant(s) involved in an effort to resolve the issue. If the issue is not resolved, the dean will so inform the Provost in writing.
- 8.6.3 The Provost will forward copies of each applicant's packet to the Chair of the University Sabbatical Leave Committee for distribution to its members.
- 8.7 University Sabbatical Leave Committee Review
- 8.7.1 The University Sabbatical Leave Committee will review all materials forwarded by the Provost and, on the basis of the established criteria 1-11, will score each applicant on a scale of 0 through 10, with 10 being highest, on each criterion. The Committee will then rank-order the applicants on the basis of the scores. To the extent that two or more applications are equally meritorious, the time since the last sabbatical leave will be used to determine the order in which applications are ranked. The Committee will then determine which among the applications are recommended (meet criteria) and which are not recommended (do not meet the criteria).
- 8.7.2 The Committee will inform each applicant of its recommendation and, if recommended, the rank assigned by the Committee out of the total number of recommended applicants. If an application has not been recommended, the Committee will provide to the applicant a brief written narrative setting forth the basis for its negative recommendation.
- 8.7.3 Upon completion of its deliberations, the University Sabbatical Leave Committee will forward to the Provost all complete sabbatical applications and associated documents as well as a list of the recommended applications and their rankings, and an alphabetical list of applicants not recommended and their associated written narratives.
- 8.8 Provost Review
- 8.8.1 After considering the materials submitted by the applicants and evaluations provided by all preceding reviewers, the Provost will either recommend or not recommend each application.

- 8.8.2 If the Provost determines that a recommended/ranked application from among those forwarded by the Sabbatical Review Committee does not meet the criteria set forth by the University, his/her recommendation to the President shall include a brief explanation of the basis for his/her evaluation.
- 8.8.3 If the Provost determines that applications he/she has evaluated as meritorious from a single department/program in any one year would be precluded from a positive recommendation for sabbatical leave only because of the timing of the leave, and the dean has not thoroughly addressed this criterion in his/her evaluation, the Provost will consult with the DSRC/SSRC/LSRC and dean to explore the possibility, if any, of resolving the situation. Such exploration does not bind the University to approve all affected applications.
- 8.8.4 The Provost will forward the complete application materials, including his/her recommendations and written narratives, if any, to the President. The Provost will also forward to each applicant the recommendation and written narrative, if any, and provide copies to the Chair of the University Sabbatical Review Committee.
- 8.9 President's Review: Final Recommendations
- 8.9.1 After receiving the Provost's recommendations and full sabbatical packets, the President will make recommendations to the Board of Trustees for final approval and will forward to the applicant the recommendation.
- 8.10 Sabbatical Leave Report
- Within four weeks after returning to the University, faculty members and librarians receiving a sabbatical leave will submit a summary of the activities or project accomplishments during the sabbatical indicating how his/her goals were met. This summary shall be submitted to the Provost and a copy placed in the appropriate file. At the time of application for the next sabbatical, or any time preceding, the faculty member or librarian may submit one or more updates with respect to outcomes/results emanating from the previous sabbatical leave realized later than four weeks after returning to the University.

MONTCLAIR STATE UNIVERSITY  
APPLICATION FOR SABBATICAL LEAVE  
DURING ACADEMIC YEAR \_\_\_\_\_

Name \_\_\_\_\_ Rank \_\_\_\_\_ Date \_\_\_\_\_

Number of consecutive years as a faculty member/librarian at MSU as of June 30 prior to the academic year for which the leave is requested. \_\_\_\_\_

Number of total years at MSU as a faculty member/librarian \_\_\_\_\_

Department/School \_\_\_\_\_

Courses Normally Taught \_\_\_\_\_

- Requesting:     Academic Year at  $\frac{3}{4}$  pay OR  
                   One Semester at full pay, Fall 20\_\_\_\_\_
- One Semester at full pay, Spring 20\_\_\_\_\_

Have you had a previous sabbatical leave at MSU?     Yes     No

                  If so, date of most recent sabbatical: \_\_\_\_\_

Please attach a current CV and a copy of the proposal and final report from your last sabbatical (if you have had a prior sabbatical).

- I. Please clearly state the goals/objectives for the sabbatical project;
- II. Please fully describe the plan and process/methods you intend to use to achieve the stated goals/objectives set forth above;
- III. How will the results be published and/or used to enhance your competency as a scholar, artist, teacher, or librarian?

## **Criteria for Consideration of Applications for Sabbaticals**

These criteria are to be applied at each level of review and should form the basis of the narrative evaluations at each level. The applicant is not expected to specifically address each criterion in the application, but there must be sufficient documentation provided for reviewers to formulate a response to each criterion.

1. The significance of the proposed sabbatical project and its potential to make a valuable contribution to the applicant's disciplinary field;
2. The scholarly or artistic past record of accomplishments of the applicant that demonstrate the applicant's ability to successfully accomplish the proposal within the time proposed;
3. The value of the project to the applicant's professional advancement;
4. The overall value of the project, if completed, to the mission of the University;
5. The care, comprehensiveness and crafting of the plan of work for the sabbatical;
6. Documentation related to the stage of work of the proposed project and the readiness of the applicant to undertake and make significant progress on the project;
7. Considerations related to the timing of the sabbatical related to the plan of work (viability of required travel, etc);
8. Documentation from institutions or individuals whose resources or collaboration are implicated in the plan of work;
9. Documentation from potential publishers, producers, presenters or funding agencies related to the proposed project;
10. The scope and quality of the applicant's overall contributions to the University;
11. The alignment of the proposal and its timing to the needs of the instructional program with which the applicant is associated.

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