

2003-2004 SABBATICAL LEAVE PROGRAM

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 process of application and approval, and the obligations of the faculty member who is awarded a sabbatical leave. Please also note that:

- Under certain conditions, a faculty member with at least 12 semesters of prior service may apply for a one-semester leave at 100 percent salary; or, with at least 16 semesters of prior service, one may apply for a one-semester leave at 85 percent salary; or, with at least 6 semesters of prior service, one may apply for a one-semester leave at 80 percent salary.
- A faculty member with at least 12 semesters of prior service may apply for a two-semester leave at 80 percent salary.
- A tenure-track assistant professor may apply for a one-semester leave at 100 percent salary with at least semesters of prior service.
- One-semester leave at 100 percent salary may not be combined with a leave at 80 or 85 percent salary, nor may leave at 80 percent salary be combined with a leave at 85 percent salary.
- 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 on page 4 of the instructions, is when an approved sabbatical leave is delayed for up to two semesters for University necessity.
- No more than 10 percent of the faculty of any unit may be awarded a sabbatical leave in any one year.
- Where relevant, an applicant must submit with the application a copy of his or her report of activities and accomplishments from the prior sabbatical leave.

DEADLINE

Completed applications, with the appropriate endorsement signatures, must be received in the following offices no later than **Wednesday, 22 JANUARY 2003:**

- For Camden faculty, the office of the Provost.
- For Newark faculty, the office of the respective academic dean.
- For New Brunswick faculty, the office of the respective academic dean.
- For University Libraries faculty, regardless of location, the office of the University Librarian.

FOR FURTHER INFORMATION

Camden:	Dean's office
Newark:	Dean's office
New Brunswick:	Office of Dean or University Librarian

INSTRUCTIONS

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 campus by the Office of the Provost, and on the Newark campus by the offices of the respective academic deans. In New Brunswick, the program is administered by the academic deans, and, for library faculty, the 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 2003-2004, or for the Calendar Year 2004 (Spring 2004 and Fall 2004 semesters). Faculty members also may apply for a split leave (Fall 2003 and Fall 2004 or Spring 2004 and Spring 2005).
2. 85 percent of salary for Fall 2003 or Spring 2004.
3. 100 percent of salary for Fall 2003 or Spring 2004.

A leave with full salary, however, may not be combined with a leave with partial salary, nor may a leave at 85 percent salary be combined with a leave at 80 percent salary. The application cycle for the 2004-2005 Academic Year (Fall 2004 term, Spring 2005 term, or both) will commence in Fall 2003.

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 85 percent salary: eight years (16 semesters) of full-time service at the rank of Instructor (or equivalent) or above.
3. For a one-semester leave at 100 percent salary or two semesters at 80 percent salary: six years (12 semesters) of full-time service at the rank of Instructor (or equivalent) or above.
 - a. For tenure track Assistant Professors *only* (or equivalent), the prior service requirement for a 100 percent sabbatical leave is **three** years.
 - b. For all other faculty who are, or become eligible, on or before June 30, 2003, for a 100 percent leave under the six year eligibility rule, eligibility will continue until such time as the leave is taken.

Example: Professor X has accrued 12 semesters of service. She is not eligible for a one-semester leave at 85 percent, but is eligible for a two-semester leave at 80 percent or a one-semester leave at 100 percent.

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.

4. **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.

5. **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; (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; or (c) a one-semester sabbatical leave at 85 percent salary until he or she has provided eight 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 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 2001-2002 or 2002-2003 (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 2003-2004.

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 University Librarian.

6. **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.

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.

Two 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.

THE APPLICATION PROCESS: EVALUATION AND ENDORSEMENT

An application for sabbatical leave by a faculty member in Camden is to be reviewed and signed by the candidate's department chair or program director, the dean or director who holds tenure responsibility for the faculty member's line, and, the campus provost, who has final approval authority.

An application for sabbatical leave by a faculty member in New Brunswick or Newark is to be reviewed and endorsed by the candidate's department chair or program director and the dean of the candidate's academic unit. In New Brunswick and Newark, 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 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 2003-2004 is a possible terminal 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 2003-2004, the faculty member is to be given priority consideration in 2004-2005. 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, director, or 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 2004 in lieu of Fall 2003) 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 University Librarian, where it becomes a part of the faculty member's personnel file. The academic dean or University Librarian is required to submit a summary report, through the provost where appropriate, to the University Vice President for Academic Affairs, covering all faculty in the unit and their projects by 1 November 2004.

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

Under the prior sabbatical program, faculty members were paid 100 percent of their base salary, but were required to contribute 20 percent of that amount (through payroll deductions) to the University to support the program. All Federal and state income and employment taxes as well as employee and employer pension contributions were based on the 100 percent base salary paid.

Under the new program, which is effective for sabbaticals beginning on or after July 1, 2000, faculty members are paid 80, 85, or 100 percent of their base salary, and there will be no payroll deductions required to support the program. Federal income tax, FICA, Medicare, state income tax, and state unemployment and disability tax will all be based on the *sabbatical* salary. The mandatory 5 percent 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, 85, or 100 percent of their base salary in accordance with the eligibility criteria outline beginning on page 2. A Personnel Data Record (PDR) form must be completed to place a faculty member on sabbatical leave. The PDR must indicate the amount of the reduced sabbatical salary (in the case of a leave at 80 or 85 percent of salary) in the Annual Salary Box on line C 1. The *full* base salary, however, must be indicated in the Amount Charged Boxes on lines C 4 and C 5 to ensure that employer pension contributions are computed on 100 percent of base salary.

Faculty members earning compensation from externally funded sources for a portion of their reduced salary on 4-2, 5-3, and 6-4 accounts must have a separate appointment for this work which shall be paid via the 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 or 15 percent of their base salary for faculty members on an 85 percent salary sabbatical. For all accounts, this separate appointment should be a Coadjutant, Casual Non-Teaching appointment (Job Class 99912) indicating Type 8 employment status and Position Code 985. The use of this employment status and position code number will eliminate any fringe benefit charge.

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.

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</u> <u>From - To</u>	<u>Full</u> <u>Time</u>	<u>Part</u> <u>Time %</u>

- 15. Total number of eligible semesters resulting from service at other institutions: _____ semesters
(See Instructions, page 3, item 4)
- 16. Please list all other previous leaves from your normal academic duties at Rutgers. Include Rutgers Faculty Fellowships supported by your college 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</u> <u>From - To</u>	<u>% of salary, if any,</u> <u>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	_____	Spring	_____
Academic Year	_____	Calendar Year	_____
Split:			
Fall	_____	Spring	_____
Fall	_____	Spring	_____

18. If you plan to spend any part of your leave abroad, please indicate which country(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 2003-2004 represents a possible terminal year for the applicant:

(check one) Yes _____ No _____

Is applicant on leave during 2002-2003?

(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 UNIVERSITY LIBRARIAN

(Deans have final approval in New Brunswick and Newark units. The University Librarian has final approval for all applications from the libraries.)

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 THE PROVOST OF THE CAMPUS (in Camden)

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: _____