



# Sabbatical Leave Program

## For 2012-2013 Academic Year

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# REQUEST FOR PROPOSALS

**Application Deadline: October 10, 2011.**

Submit 1 attachment of the complete application to [sabbatic@tcnj.edu](mailto:sabbatic@tcnj.edu) no later than October 10, 2011 at 12:00am.

**Notification of Awards: End of Fall 2011 Semester**

### PROGRAM GOALS

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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 her or his 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 number of sabbatical leaves available at each state college or university is fixed by the union-negotiated contract with the state. The contract further stipulates that each college or university will create a committee under the governance structure to evaluate the "academic merits of each application and make recommendations to the President."

**A sabbatical is a competitive award.** Applicants should take great care to submit well-conceived, well-prepared, and well-communicated proposals.

### ELIGIBILITY

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All full-time, tenured faculty members and librarians who, as of June 30, 2012 have completed a period of six (6) or more consecutive years of service at TCNJ, are eligible to apply for a sabbatical leave for the 2012-2013 academic year. Sabbatical leaves are granted no more frequently than once every seven (7) years (AFT Contract, Article XXVII).

Individuals are not eligible to receive both a sabbatical leave and any other Support of Scholarly Activity

(SOSA) award during the same fiscal year.

## APPLICATION FORMAT

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Faculty members and librarians should submit 1 attachment file of their complete application for a sabbatical leave to [sabbatic@tcnj.edu](mailto:sabbatic@tcnj.edu) no later than October 10, 2011 at 12:00am. A complete sabbatical application includes the following:

### 1) Cover Sheet

Use the following format:

Name:

Email address:

Department:

Date:

Month and year of your first appointment at The College of New Jersey:

Dates of your previous sabbatical leaves:

Current Application is for:

\_\_\_\_ Fall

\_\_\_\_ Spring

\_\_\_\_ Either Fall or Spring

\_\_\_\_ Full Academic Year

I have notified my dean and department chair (where applicable) of my intention to apply for a sabbatical leave

\_\_\_\_\_ Applicant (signature)

\_\_\_\_\_ Chairperson (signature)

\_\_\_\_\_ Dean (signature)

### 2) Project Proposal

The Sabbatical Review Committee'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 Committee with broad disciplinary representation.

Proposals should be no more than 4 single-spaced pages (1 inch margins, 12 pt font), and should include the following elements:

- description of the proposed project, including its context within the field and appropriateness for a sabbatical
- specific goals and objectives
- methodology, if applicable
- proposed schedule and/or work plan for project activity including justification of length of sabbatical
- expected outcomes and expectations for dissemination of the results of the project
- expected value of the project to the applicant's professional development, to their institution and to students
- appendix listing literature cited and other references and resources, if appropriate

### **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, scholarly activity, academic advising, and service to the department, program, school, College, student life, etc.). The section describing scholarly activities should indicate for all publications and presentations: a) The applicant's contribution to multi-authored work (main author, percentage of effort, etc.), and b) the importance/quality of the publications/presentations (Top tier journal, international/national/regional, percent acceptance, impact, etc.) The same applies to artistic activities.

### **4) Copies of Post-sabbatical Reports and/or Other Evidence of Outcomes from Prior Sabbatical Awards (if applicable)**

## **REVIEW CRITERIA**

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Submitted proposals will be reviewed and evaluated by an interdisciplinary Sabbatical Review Committee. Committee members will evaluate proposals using the review criteria listed below.

### **1) Presentation of the Proposed Sabbatical Project**

Applicant sets the proposed project within the appropriate context, including citing appropriate literature and other resources. Applicant conveys the need for the proposed project, and provides evidence that the methodology, work plan, and time frame are appropriate to the proposed project.

### **2) Potential Professional Development Outcomes from the Proposed Sabbatical Project**

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, tangible benefits to instruction, tangible contributions to the campus community, etc.). Expected value of the project to the applicant's professional development, to their institution, and to students

### **3) Qualifications of the Applicant**

Assessment of the applicant's 1) potential to complete the proposed sabbatical project, 2) past record as an accomplished and engaged teacher-scholar or librarian-scholar at TCNJ (including outcomes from previous sabbaticals, if applicable), and 3) past record of contributions to the TCNJ community (including service to the department, program, school, College, student life, etc.).

## **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.