

SABBATICAL LEAVE

September 2012

Memorandum of Agreement

FY 2012 – 2013

The attached document is reflective of the consultation and negotiation that has taken place and constitutes the memorandum of agreement that will be in effect for the academic year 2012 - 2013.

Any section of this agreement which is in conflict with and/or requires modification(s) due to the successor statewide Agreement between the State of New Jersey and the Council of New Jersey State College Locals will be modified/eliminated to reflect the statewide Agreement and/or negotiated within 90 days of the ratification of the successor Agreement.

Robert Zazzali
University Negotiator

Karen T. Siefring
AFT President

SABBATICAL LEAVE
Procedural Guidelines for Sabbatical Leave Applications
for all or part of Academic Year 2013 - 2014 or Chronological Year 2013
Pursuant to Article XXVII of the Master Agreement

IMPORTANT DATES and Deadlines

<i>Applicants for Sabbatical Leave</i>	<i>On or Before*</i>
Applicants sign-up “intention to apply” for sabbatical leave in University Senate Office, Campbell Library 432	October 1
Applications for Sabbatical Leave submitted to University Senate Office, Campbell Library 432	November 1**
<i>University Senate Sabbatical Leave Committee</i>	<i>On or Before*</i>
University Senate Sabbatical Leave Committee in conjunction the University Administration will verify the eligibility of each “intended” candidate for sabbatical (i.e., dates of initial employment, last sabbatical leave).	October 21
Will make recommendations to the University President or designee	January 1***
<i>University President or Designee</i>	<i>On or Before*</i>
President/Designee notifies all applicants of final determinations regarding requested career assistance.	February 1
* If the “on or before” date falls on a non-business day (i.e., Saturday, Sunday, or holiday), the previous business day will serve as the deadline.	
** Deadline for submission of materials to University Senate Office is before 12:00 noon of the “on or before” date (see above).	
*** Prior to submitting report to the University President or Designee, the University Senate Sabbatical Leave Committee will notify candidates of their ranking.	

The University Senate Committee and the Administration will make a reasonable effort to notify every eligible faculty and librarian of his/her eligibility for a sabbatical leave.

NOTES:

Both the administration and the AFT agree that sometimes viable opportunities arise after the stated deadlines of this agreement. In these exceptional circumstances that occur after the deadlines have passed, candidates may make application for sabbatical directly to the administration.

In light of the recent Higher Education Restructuring law resulting in the University obtaining research university status, the Administration and the Union agree to form a committee to review the sabbatical leave process during AY13 to ensure that it reflects this new designation.

1. General Guidelines

- 1.1 The Sabbatical Leave Committee shall be appointed in accordance with Article XXVII, Section A. 2-c of the Contract and the By-Laws of the Senate. The committee will be composed of ten (10) voting members and a non-voting representative appointed by the union. Unless exceptions are agreed to by the union and the administration upon request of the University Senate, the committee must contain at least one representative of the bargaining unit from each of the following:

College of Business
College of Communications
College of Education
College of Engineering
College of Fine and Performing Arts
College of Liberal Arts and Sciences (History and Humanities) *
College of Liberal Arts and Sciences (Mathematics and Sciences) *
College of Liberal Arts and Sciences (Social and Behavior Sciences) *
Librarians
One additional member from bargaining unit

* until the University Senate officially recognizes the creation of the College of Humanities and Social Sciences and the College of Sciences and Math, the committee composition will remain the same.

- 1.2 The University Senate Sabbatical Leave Committee shall conduct its review of applications and make its recommendations to the President by January 1 in accordance with the current contractual agreement.
- 1.3. The recommendations will be based upon the following point system criteria:
- 1.3.1 Each candidate shall be given a numerical longevity score. The longevity score will be calculated as 50 percent of his/her number of years of full-time, in-unit service as a faculty member or a librarian at Rowan University since initial appointment or since his/her last sabbatical leave ended, whichever is the smaller number. Half-years will be counted where applicable.
- 1.3.2 Each candidate shall be given a project rating. The candidate's project shall be rated on a point basis by its potential value to yield publishable results and/or enhance competency as a scholar or teacher or has the potential to yield substantive extramural funding in support of the candidate's competency as a scholar or teacher. Points shall be assigned on a continuum scale of 0-10. After the highest and lowest score have been discarded, the average of the numerical rating shall be assigned to each candidate as his/her project rating. All voting will be by secret ballot.

1.3.3 A project must receive an average rating of four (4.0) or higher before the longevity numerical score is added.

1.3.4 A project must receive an average rating of 2.0 or higher in order for the committee to recommend the granting of a Sabbatical Leave.

Scale:

Little or No Value: 0 1

Some Value: 2 3

Average Value: 4 5 6

Great Value: 7 8

Exceptional Value: 9 10

1.4 All committee members are expected to conduct themselves in accordance with any relevant university, state, or professional standards of ethics while serving on this committee.

2. **Guideline Interpretations**

2.1 The contract wording, "to yield publishable results" (Article XXVII.A.2.b of Master Agreement) is interpreted as a proposed project which may yield products identified as scholarship pursuant to section 2.2., "Research and Creative Activity," of the Promotion Agreement and documented in the respective faculty member or librarian's approved department promotion criteria.

2.2 The contract wording, "to enhance competency as a teacher and/or scholar," (Article XXVII.A.2.b of Master Agreement) is interpreted as a proposed project which will be relevant for the individual's profession. The enhanced competency may be directed toward:

2.2.1 Enhancement for the individual and/or

2.2.2 Enhancement for the department and/or

2.2.3 Enhancement for the University.

2.3 Through supportive data the committee will also consider whether the individual has or can obtain the necessary resources to pursue the project. This judgment will be based on the supportive data included with the application. In addition to completing the application, the following supportive data should be attached with documentation where possible. Letters of support, commitment, or verification of status must be current, that is, no older than 12 months prior to the beginning of the current fall semester.

2.3.1 For Publications and Other Scholarly Products:

2.3.1.1 Title of work(s).

2.3.1.2 Chapter headings or outline.

2.3.1.3 Status of project publication (i.e. research completed; plan to rewrite; commitment from a publisher, etc.

2.3.1.4 Or other supportive data appropriate to the scholarly product.

2.3.2 For Advanced Degrees:

2.3.2.1 Name of institution and degree sought.

2.3.2.2 Evidence of progress towards degree (i.e. transcripts, letter from advisor, etc.)

2.3.2.3 Relation to present or future assignments at Rowan University.

2.3.3 For Other Projects:

2.3.3.1 Description of the project and the status of the project (just beginning, research completed, confirmation of previous work, etc.)

2.3.3.2 Commitment from others (individuals, institutions, industry, etc.) in support of the project.

2.3.3.3 Relation to present or future Rowan University assignments (enhancement for department and/or University).

2.3.3.4 The candidate may request an appearance before the Committee by contacting the Committee Chairperson on or before the designated date to explain the relevance of other projects.

3. **Obligations of the Candidate**

3.1 After the announcement that forms for sabbaticals are available in the Senate office, it is the candidate's responsibility to obtain the proper application form. Only one (1) application may be submitted. The candidate must sign the "Intention to Apply" list in the Senate office not later than the date and time posted above.

3.2 Concurrently with 3.1, above, the candidate will give dated written notification of her/his intent to apply for sabbatical leave to the department chair and dean. A copy of this dated notification will be included with each copy of the application.

3.3 Candidates are expected to provide full documentation as required by this agreement and listed at the bottom of the application form:

- Abstract: Not more than 100 words as requested under 3.3 of Obligations of the Candidate, clearly labeled and attached to the application form.
- Purpose: Provide details as explained in 2.1 and 2.2 of Guideline Interpretations.
- Supportive Data: Requested under 2.3 of Guideline Interpretations.
In addition to the statement of purpose contained on the application form, the candidate must provide a project abstract of not more than 100 words.

3.4 The candidate will attach current curriculum vitae to each copy of the application.

3.5 It is the candidate's responsibility to ensure the arrival of his/her application in the Senate office in accordance with the contract deadline.

3.6 The candidate is to submit an original application and ten (10) copies, a total of eleven (11) applications.

- 3.7 Once an application has been submitted and the deadline has passed, NO modifications can be made except as provided for in 2.3.3. above.

4. Committee Guidelines

- 4.1 All sabbatical leave communication with the candidate outside of Committee meetings will be conducted by the Sabbatical Leave Committee Chairperson.
- 4.2 No discussion of the candidate in relation to sabbatical leave will be conducted by any Committee member other than in Committee meetings.
- 4.3 Any Committee member has the right to abstain from discussion and voting on a candidate.
- 4.4 Committee members may not apply for a sabbatical leave.
- 4.5 All material submitted to the Committee will be handled in a confidential manner.
- 4.6 Voting on the project will be by secret ballot. After the highest and lowest score have been discarded, the average of the numerical rating shall be added to the longevity numerical score provided the average of the numerical rating is four (4) or greater. All members of the Committee should be present for the balloting and for determining recommendations to be made to the President.
- 4.7 The recommendations to the President will be submitted in rank order. The Committee may recommend that a candidate's project does not merit the granting of a sabbatical leave. The Committee may not recommend for sabbatical leave any candidate whose project average is below 2.0. A short paragraph describing the number of years employed at Rowan University and the objectives of the project shall accompany each applicant's name.
- 4.8 The Committee shall notify each candidate of his/her ranking before forwarding its recommendations to the President of the University.
- 4.9 In the event that a recommended person should decline the sabbatical leave, the Committee may then recommend the next ranked person. If there is no other eligible applicant, the Committee will discuss with the President and the contract interpreters the possibility of additional faculty members submitting applications.
- 4.10 The Committee reserves the right to ask the candidate to provide additional information and/or to appear before the Committee
- 5.0 While on Sabbatical Leave, sabbatical recipients are not permitted to serve on any University, Senate, or departmental committees.
- 6.0 Upon completion of a sabbatical leave and return to regular duties, sabbatical recipients are required to submit a letter to their respective dean of one-two pages describing their activities and accomplishments under the grant of the sabbatical leave.

ROWAN UNIVERSITY
SABBATICAL LEAVE APPLICATION

NAME: _____
Last First MI

Requested duration of Sabbatical:

_____ First Semester: September 2013 thru December 2013
_____ Second Semester: January 2014 thru June 2014
_____ Full Academic Year: September 2013 thru June 2014
_____ Chronological Year: January 2014 – December 2014

Department: _____

Date of Appointment to Rowan University: _____

Hiatus in service at Rowan University (if applicable):

Have you ever had a Sabbatical Leave at Rowan University: () No () Yes

If YES, record the date(s) of Sabbatical Leave:

Provide the following information regarding your Sabbatical Leave:

- Abstract: Not more than 100 words as requested under 3.3 of Obligations of the Candidate. Attach to this form, clearly labeled.
- Purpose: Provide details as explained in 2.1 & 2.2 of Guideline Interpretations.
- Supportive Data: Requested under 2.3 of Guideline Interpretations.
- Current Curriculum Vitae
- Notification letter to Dean and Department Chair: Dated copy of memo of intent to apply for Sabbatical Leave

Submit Original & 10 Copies