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2020

### Application for Sabbatical Leave

Division of Academic Affairs

Kean University

*Kean University*

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KEAN UNIVERSITY  
APPLICATION FOR SABBATICAL LEAVE

Name \_\_\_\_\_

Department \_\_\_\_\_

Date of initial appointment at Kean University \_\_\_\_\_

Date of most recent sabbatical  
leave from Kean University, if any \_\_\_\_\_

Preferred term of sabbatical leave currently applied for:  
\_\_\_\_\_ Fall (20\_\_ ) \_\_\_\_\_ Spring (20\_\_ ) \_\_\_\_\_ Academic Year (20\_\_ - 20\_\_)

\*\*\*\*\*  
\*Provide a description of your proposed project (see guidelines on p.2). \*  
\*Attach your proposal to these pages and submit it as a unit to the attention of your \*  
\*departmental ARTP Committee. \*  
\*\*\*\*\*

Indicate below the total number of pages in your proposal. Be sure to number and initial each page.

Length of my proposal is \_\_\_\_\_ pages.  
I have numbered and initialed each page. \_\_\_\_\_ Candidate's initials

Information on the conditions of application for and award of a sabbatical leave is provided in materials accompanying this application form. The current Agreement stipulates that "each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President of the College/University." (Article XXVII B6.) In accordance with this contractual provision, please affirm by signature below that, if awarded a sabbatical leave, you will resume the full-responsibilities of your position at Kean University for a minimum of one year following the term of your leave.

Signature of  
Applicant \_\_\_\_\_ Date \_\_\_\_\_

Endorsement of Departmental ARTP Committee or Library Personnel Committee and Signature of Chairperson

The Departmental ARTP Committee or Library Personnel Committee

\_\_\_\_\_ recommends  
or (check one)  
\_\_\_\_\_ does not recommend

the attached proposal for a sabbatical leave project.

\_\_\_\_\_  
Signature of Department Chairperson or Library Personnel Committee Chairperson Date

KEAN UNIVERSITY  
Sabbatical Leave Program

GUIDELINES FOR THE CONTENT OF THE APPLICANT'S PROPOSAL

To facilitate assessment of your application for sabbatical leave, please include the following information in your proposal:

1. Description of sabbatical project. Be as specific as possible, particularly in stating:
  - (a) the objectives of the project
  - (b) plans to go about accomplishing the project
  - (c) resources needed and how they will be secured
  - (d) proportion of the project to be completed during the term of your sabbatical leave and
  - (e) travel required for the project. (Note travel information is needed for purposes of insurance protection.)
2. Relation of the project to any ongoing work at Kean University or elsewhere.
3. Outline of a prospect for presentation of a paper, publication, performance or exhibition of project results, or for utilization in the discipline or in teaching.

(Letter of Agreement #13.  
Kean Federation of Teachers  
and University Administration,  
10 January 1975)

KEAN UNIVERSITY  
Sabbatical Leave Program

(NB: The following statement of guidelines is provided solely for the information of the applicant for sabbatical leave. It requires no further work on your part; its inclusion here is only to acquaint you with the criteria used by the evaluation committee in assessing your application.)

GUIDELINES FOR THE EVALUATION COMMITTEES

Each evaluation committee is asked to consider sabbatical leave project proposals in terms of the following three questions:

1. Will this proposal enhance the competency of the applicant in his or her discipline or in teaching?
2. Are the methods, objectives, etc., appropriate to the nature of the proposal?
3. Is the present project logically related to applicant's past work? If not, what is the candidate's rationale for the proposal?

In reviewing sabbatical leave project proposals, the evaluation committee(s) will use the following three criteria in making recommendations to the President. Each of the criteria will be given equal weight:

- (a) Seniority
- (b) Merits of the proposal in terms of the individual (i.e., enhancing the competency of the applicant in his or her discipline or in teaching).
- (c) Merits of the proposal in terms of the community-at-large (i.e., enhancement of the applicant's contribution to the University and to the community-at-large).

(Letter of Agreement #13)  
Kean Federation of Teachers  
and University Administration  
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