



# KEAN

## SABBATICAL LEAVE GUIDELINES

Reference: [LOA #13](#)

The Agreement between the State and the Council of New Jersey State College Locals provides for a Sabbatical Leave Program for faculty members who have completed a period of seven (7) or more years of service. Applications may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher. Sabbatical leaves may be taken as half year or full year leaves. Each faculty member or librarian accepting a leave must continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President.

### GUIDELINES FOR THE CONTENT OF THE SABBATICAL 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
  - e. travel required for the project (*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.

### GUIDELINES FOR 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).

## SABBATICAL LEAVE DEADLINES/PROCESS

The Sabbatical Leave application calendar is posted on the [Faculty Forms website](#) each year. Please note that deadlines are typically similar year-to-year. The steps for review are detailed below:

1. Submission of materials by candidate in *Interfolio*
2. Review by Departmental ARTP Committee
3. Review by College RT Committee
4. Review by Provost/SVPAA and President
5. Official action by the Board of Trustees during the May board meeting

## APPLICATION INSTRUCTIONS

Applications for Sabbatical Leave are submitted electronically via *Interfolio*. Faculty must request a case packet and will receive an email from the system when this has been opened on their behalf.

Faculty can also log-in to *Interfolio* at any time by following the steps below to see case packets that are available to them:

- Go to [www.interfolio.com](http://www.interfolio.com)
- Select Log-In
- Select "Sign in with partner institution"
- In search box, type Kean University and sign in using Kean credentials (*the same username/password used for other SSO applications – Google mail, Workday, Workvivo, etc.*)

Applications for Sabbatical Leave, submitted via *Interfolio* require the following documents, uploaded to the **Candidate Documents** Section:

1. Curriculum Vitae
2. Sabbatical Proposal
3. *Interfolio* Form: Sabbatical Leave Candidate Verification Form

For Instructions on using *Interfolio* to submit materials, please visit the [Faculty Forms website](#). Detailed guides with screenshots are available on this page, along with the calendar with deadlines for faculty submission and review steps.

For any questions or support in using *Interfolio* or for inquiries related to the review process and deadlines, contact [interfolio@kean.edu](mailto:interfolio@kean.edu).