

Part 6: Faculty Development
Approved by the Faculty, 14 October 2015

PART 6: FACULTY DEVELOPMENT

As a research university, NJIT expects its Faculty to achieve a high level of performance in research and scholarship, and “to contribute through research and scholarly activities to the advancement of their disciplines” and of economic development in the state of New Jersey and the nation (Section 2.1.2). The University in turn provides various forms of support and encouragement for this purpose. “Faculty members should have access to privileges traditionally associated with research universities. Such privileges include sabbatical leaves and leaves of absence, as well as support for grant applications, grant administration, and travel related to conferences and research activities.” (Section 2.1.3)

6.1 Academic freedom

Faculty shall be free to pursue their research and publish their results.

6.2 Maintenance of Research Facilities

Laboratories and other facilities essential to Faculty research and teaching shall be maintained by the University at a level sufficient to foster research productivity and excellence in graduate education.

6.3 Research Support

To the greatest extent possible, the university shall provide support for ongoing research when Faculty members or their laboratories experience gaps in external funding. Such support may be used to maintain and improve the research environment (e.g., maintenance of equipment, purchasing of supplies, student support, and conference or research travel).

6.4 Faculty Mentoring

Each Department shall devise and implement plans for mentoring its untenured Faculty toward the attainment of tenure and, beyond that, toward a productive and fulfilling career at NJIT. Such plans should include monitoring and encouraging their progress as researchers and scholars, providing personal guidance and support from senior Faculty, improving their performance as instructors, and ensuring that they have the necessary time and resources to accomplish these goals.

6.5 Participation in Professional and Learned Societies and Conferences

Faculty and Instructional Staff are urged to attend meetings of professional and learned societies and other academic conferences. University funds permitting, all or part of the expenses for attending these meetings, including travel and accommodation costs and registration fees, should be paid if Faculty members participate in a panels, present papers, are active as officers of the sponsoring society, or perform other important duties.

6.6 Publication Assistance

Funds may be available from the University for covering the cost of manuscripts and subventions related to the publication of scholarly articles or books.

6.7 Sabbatical Leave

NJIT's sabbatical leave policy exists to enhance the professional development and increase the research and scholarly production of Faculty by relieving them of their teaching and service responsibilities for a semester or an academic year.

6.7.1 Eligibility

To be eligible for a sabbatical leave, a Faculty member must have tenure and must have served a minimum of six continuous years on the NJIT Faculty. No Faculty member shall have more than one sabbatical leave within any seven-year period.

6.7.2 Terms

6.7.2.1 Duration, Salary, and Benefits

A sabbatical leave may be granted for an academic year at 80% of salary or for a semester with full pay, with all rights and benefits of regular employment continuing in either option.

6.7.2.2 Commitment to Return after a Sabbatical Leave

The acceptance of a sabbatical leave obligates the recipient to serve as a member of the Faculty for at least one year following the completion of a two-semester sabbatical leave or for at least one semester following the completion of a one-semester sabbatical leave, or else to reimburse the University for all salary paid during the sabbatical leave. Exceptions to this policy sought by Faculty members require a formal waiver granted by the President on the recommendation of the Provost.

6.7.3 The Application Process

6.7.3.1 Provost's Memo, Timeline, and Criteria

In a memo to the Faculty in early September, the Provost shall distribute the requirements for sabbatical leave applications and list the deadlines for all steps in the process. This memo and other information on the sabbatical procedure, including relevant deadlines [[live link](#)], consistent with the policy articulated in this section of the Faculty Handbook, shall also be posted on the Provost's website. The documents posted on the website shall include the criteria for granting sabbatical leaves, which can be amended by the Faculty Senate with the approval of the Provost.

6.7.3.2 Submission of Applications by Faculty Members

Eligible Faculty members applying for a sabbatical leave shall submit to their Department Chairpersons by the appointed deadline an electronic application consisting of all the documents identified in the [Guidelines for Sabbatical Leave Applications](#) on the Provost's website. Changes to the Guidelines for Sabbatical Leave Applications must be approved by the Faculty Senate and the Provost.

6.7.3.3 Review and Recommendation by Department Chairpersons and Deans

Department Chairpersons shall review the applications for sabbatical leave from

Faculty in their Departments and shall transmit electronically to the Dean those that they approve by the appointed deadline, along with their recommendation letters (with copies to the appropriate applicants). Each recommendation letter should include a statement on the value of the applicant's sabbatical leave plan for the applicant's career and the Department's scholarly research profile, as well as a statement on the impact of the recommended sabbatical leave on the normal functioning of the Department. By the appointed deadline, the Dean shall transmit electronically all applications to the Chairperson of the University Committee on Sabbaticals, along with the recommendations of the Department Chairpersons and the Dean. The Dean shall send a copy of his/her recommendation letter to the Department Chairperson and the applicant.

6.7.3.4 Opportunity for Faculty Members to Update Applications

By the appointed deadline, applicants for a sabbatical leave may submit to the University Committee on Sabbaticals (with copies to their Department Chairperson and Dean) an additional statement that contains relevant new information supporting the application.

6.7.3.5 Review and Recommendation by the University Committee on Sabbaticals

The University Committee on Sabbaticals consists of Faculty from a wide range of Departments and Colleges/Schools, appointed by the Provost to serve for fixed terms. After receiving and rigorously reviewing all sabbatical leave applications, and after duly considering the recommendations from Department Chairpersons and Deans, the committee shall, by the appointed deadline, (1) provide the Provost with a list that ranks and categorizes all the applications as Highly Recommended, Recommended, or Not Recommended, and (2) provide each applicant with the committee's decision on his/her application accompanied by a written explanation (with copies to the appropriate Department Chairperson and Dean).

6.7.3.6 Right of Appeal to the University Committee on Sabbaticals

In the event that an applicant is not recommended for a sabbatical leave by the University Committee on Sabbaticals, the applicant may, by the appointed deadline, send an appeal to the Chairperson of the committee in writing (with copies to the Department Chairperson and the Dean), responding to the committee's written explanation. The Department Chairperson and the Dean may also send the Chairperson of the committee letters in support of the appeal within the same time frame. The committee shall respond to each appeal in writing by the appointed deadline (with copies to the Department Chairperson and the Dean).

6.7.3.7 Recommendation by the Provost and Approval by the Board of Trustees

After reviewing the applications and the recommendations of the University Committee on Sabbaticals, the Provost shall make recommendations to the President of the University, who shall present the recommendations to the Board of Trustees at their February meeting for final approval. If any of the Provost's

recommendations should differ from those of the University Committee on Sabbaticals, the Provost shall provide the committee with a written explanation of the grounds for his/her action in each case (with copies to the Dean, the Department Chairperson, and the applicant). The Provost shall subsequently notify all applicants and their Department Chairpersons of the final decision of the Board of Trustees.

6.7.4 Post-Sabbatical Leave Reports

6.7.4.1 Submission and Review of Post-Sabbatical Reports

No later than the end of the first semester following their return after a sabbatical leave, all Faculty members shall submit to their Department Chairpersons a report on their activities and accomplishments during their sabbatical leaves. After reviewing each post-sabbatical report, the Department Chairperson shall forward it to the Dean, who shall then forward it to the Chairperson of the University Committee on Sabbaticals (with a copy to the Provost). After the committee has reviewed the post-sabbatical report along with any comments made by the Department Chairperson and the Dean, the Chairperson of the committee shall send a letter to the Faculty member (with copies to the Provost, Dean, and Department Chairperson), indicating whether the committee approves the Faculty member's post-sabbatical report.

6.7.4.2 Unsatisfactory Post-Sabbatical Reports

In the event that the University Committee on Sabbaticals finds a Faculty member's post-sabbatical report unsatisfactory, the committee's letter shall contain the reasons for this decision. In such cases, the Faculty member may appeal within ten working days of receiving the committee's letter. Such an appeal should address the objections raised in the committee's letter and may include a revised post-sabbatical report. The committee will then render its final judgment in a letter to the Faculty member (with copies to the Department Chairperson, the Dean, and the Provost). A post-sabbatical report that is considered unsatisfactory by the University Committee on Sabbaticals may have a prejudicial effect on any future applications for sabbatical leave by the Faculty member.

6.7.5 Preservation of Records

All applications, recommendations, formal correspondence, and supporting materials relating to sabbatical leaves and post-sabbatical leave reports shall be kept on file by the Provost's office.

6.8 Competitive Fellowship Leave Program

In order to encourage Faculty to apply for and obtain prestigious national and international fellowships, the University maintains a [Competitive Fellowship Leave Program](#). Changes in the Competitive Fellowship Leave Program require the approval of Faculty Senate and the Provost.

6.9. Unpaid Leave of Absence

Full-time members of the faculty or instructing staff may at their own request be granted a leave of absence without compensation for a specific period of time and for a specific purpose at the discretion of the President.

Letters requesting leaves of absence are to be submitted to the President, with a copy sent to the individual's Department Chairperson. All such requests should be made on a timely basis. Leaves will normally be for a period of one academic year.

6.9.1 Eligibility

To be eligible for consideration for a leave of absence an applicant shall have served a minimum of two continuous years on the Faculty or instructing staff of New Jersey Institute of Technology and shall have tenure, a three-year contract, or Just Cause protection. Exceptions to these requirements may be made upon the approval of the Department Chairperson and dean.

6.9.2 Implications

- All leave time shall be credited to the Faculty member's years of service, and such leave time shall not constitute an interruption of continuity of service.
- Fringe benefits during the leave are subject to the current Professional Staff Association agreement. For specific information the applicant should contact the Personnel Office.
- The returning Faculty member will be placed on the same range and step of the salary schedule as before the leave and shall be entitled to any general salary increases that may have taken place during the intervening period.
- The acceptance of a paid position or contracting for compensated services with another employer while on a leave of absence will not affect the provisions of the leave of absence.
- Requests for an extension of a leave of absence may be made by following the above procedure.
- The acceptance of a leave of absence does not obligate the recipient to return to New Jersey Institute of Technology. However, it is expected that appropriate notice be given to the President and the Department.

6.10 Active-Service Modified-Duties Policy for Tenured and Tenure-Track Faculty

NJIT is committed to providing policies and resources to facilitate the opportunity for Faculty to strike an appropriate balance between academic and family life. Often, leave policies find their origins in the illness of an employee, the desire to take a leave of absence without pay, or the Family Medical Leave Act but do not adequately address the unique circumstances of the birth or adoption of a child by tenured or tenure-track Faculty. Career demands can place Faculty members beginning a family, particularly women Faculty, at a potential disadvantage with respect to their peers. No one should be in a position to have to choose between family and profession. Consequently, it is important to have special policies that address the birth or adoption of a child by a tenured or tenure-track Faculty member as compared to leave policies that serve different purposes.

Eligibility: Following the event of an adoption or birth of a child by a tenured or tenure-track Faculty member or their spouse, and if the primary caregiver is an NJIT tenured or tenure-track

Faculty member, he or she has the option of using the Active-Service Modified-Duties Policy. Under this policy, the Faculty member is relieved of university service assignments and scheduled teaching (e.g., classroom) responsibilities for up to only one semester, without reduction in pay and with continuation of all rights and benefits of regular employment, as follows:

- If the birth or adoption takes place during Fall semester, the modified duties period can extend into the Spring Semester for a total of no more than one semester only.
- If the birth or adoption takes place in the Spring semester, the modified duties period can extend through that Spring semester only.
- If the birth or adoption takes place in the Summer before the start of Fall semester, the modified-duties period can extend through the Fall semester only.

An individual can only be on Active-Service Modified-Duties under this policy twice during his or her career at NJIT. During the Modified-Duties period, the primary care Faculty member is expected to fulfill student research, advising, and other research responsibilities. The use of the Active-Service Modified-Duties Policy obligates the recipient to serve as a member of the University Faculty for at least one year following the completion of the leave or to reimburse the University for all salary paid during the Active-Service Modified-Duties period.

[Note: Sections 6.9 and 6.10 above shall remain in effect until such time as the policy on unpaid leave of absence and the Active-Service Modified-Duty policy for Faculty become part of the Collective Agreement between NJIT and the PSA. As soon as that occurs, the alternative language below, Sections 6.9x and 6.10x, shall replace the current language for Sections 6.9 and 6.10 in the Faculty Handbook, and both the “x” after those section numbers and this note shall be deleted.]

6.9x Unpaid Leave of Absence

Full-time members of the Faculty or Instructional Staff may at their own request be granted a leave of absence without compensation for a specific period of time and for a specific purpose. Details of the policy, contained in the Collective Agreement between NJIT and the PSA, are posted here [link to the policy as posted elsewhere].

6.10x Active-Service Modified-Duties Policy

NJIT is committed to helping its Faculty maximize their productivity by obtaining an appropriate balance between academic and family life. The Active-Service Modified-Duties Policy serves this end by providing support to Faculty following the birth or adoption of a child. Details of the policy, contained in the Collective Agreement between NJIT and the PSA, are posted here [link to the policy as posted elsewhere].