



MEMORANDUM

To: All NJIT Lecturers
From: John A. Pelesko, Provost and Senior Vice President for Academic Affairs
Date: October 10, 2024
RE: Lecturer Sabbatical Leave Application Process for Academic Year 2025-2026

Purpose

In accordance with the [PSA Exhibit A](#), this memo provides the requirements for sabbatical leave applications and provides the deadlines for all steps in the process. NJIT's lecturer sabbatical policy is intended to help promote our lecturers' continued professional development by relieving them of their teaching responsibilities and other non-teaching duties for a semester or an academic year. All eligible lecturers are encouraged to take advantage of sabbatical leave as appropriate to their individual career goals and aspirations.

Requirements for Sabbatical Leave Applications

NJIT's lecturer sabbatical leave policy is detailed in [PSA Exhibit A](#) and interested lecturers are urged to review this document thoroughly. Additional information on NJIT's lecturer sabbatical program including [detailed guidelines for lecturer sabbatical leave proposals](#), a link to the required [cover sheet](#) for applications, information on the required [format of CVs](#) to accompany the proposal, the [form](#) for required post-sabbatical reports, and membership of the University Committee on Lecturer Sabbatical Leaves may be found on the [Provost's website](#). Please review all guidelines and forms carefully to ensure that the most up-to-date forms are submitted and deadlines followed. Additionally, the University Committee on Lecturer Sabbatical Leaves will work to develop the criteria to be used for ranking proposals, and this information will be posted on the Provost's website.

Deadlines for all Steps in the Process

All deadlines for the lecturer sabbatical leave application process are shown in the graphic below. Faculty should pay particular attention to the deadline for proposals, November 1, 2024, and the deadline for additional materials to be submitted to the University Committee on Lecturer Sabbaticals, November 21, 2024. Department Chairs and Deans should note the deadlines for their review of sabbatical proposals and should add their own letters of recommendation to the provided folder. This recommendation should include a plan for course coverage in cases of support.

Questions

Questions concerning steps in the process, details of the application or the review process, or any other questions concerning sabbatical leaves should be directed to Dr. Wunmi Sadik, Vice Provost for Faculty Affairs (sadik@njit.edu) and/or Joe Sramaty, Director for Academic Human Resources (joseph.sramaty@njit.edu).

