

## **Exhibit A – Lecturer Sabbatical Process**

### **Lecturer Sabbatical Leave**

NJIT's sabbatical leave policy exists to enhance the professional development of Lecturers (which collectively refers to University Lecturers and Senior University Lecturers) by relieving them of their teaching responsibilities and other non-teaching duties for a semester or an academic year.

### **Eligibility**

To be eligible for a sabbatical leave, a Lecturer must have served a minimum of six continuous years on the NJIT Lecturers. No Lecturer shall have more than one sabbatical leave within any even-year period.

### **Terms**

#### **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.

#### **Commitment to Return after a Sabbatical Leave**

The acceptance of a sabbatical leave obligates the recipient to serve as a Lecturer 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 Lecturers require a formal waiver granted by the President on the recommendation of the Provost.

### **The Application Process**

#### **Provost's Memo, Timeline, and Criteria**

In a memo to the Lecturers 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, shall be consistent with the policy articulated in 2023-2027 NJIT-PSA Agreement, and 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 with the approval of the Provost and the PSA.

#### **Submission of Applications by Lecturers**

Eligible Lecturers 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 PSA and the Provost.

### **Review and Recommendation by Department Chairpersons and Deans**

Department Chairpersons shall review the applications for sabbatical leave from Lecturers 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, 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 Lecturer 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.

### **Opportunity for Lecturers to Update Applications**

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

### **Review and Recommendation by the University Committee on Lecturer Sabbaticals**

The University Committee on Lecturer Sabbaticals consists of five (5) Lecturers, one from each Academic College/MTSM, 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).

### **Right of Appeal to the University Committee on Lecturer Sabbaticals**

In the event that an applicant is not recommended for a sabbatical leave by the University Committee on Lecturer 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).

### **Recommendation by the Provost and Approval by the Board of Trustees**

After reviewing the applications and the recommendations of the University Committee on Lecturer 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 Lecturer 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.

### **Post-Sabbatical Leave Reports**

#### **Submission and Review of Post-Sabbatical Reports**

No later than the end of the first semester following their return after a sabbatical leave, all Lecturers 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 Lecturer 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 Lecturers member (with copies to the Provost, Dean, and Department Chairperson), indicating whether the committee approves the Lecturer's post-sabbatical report.

#### **Unsatisfactory Post-Sabbatical Reports**

In the event that the University Committee on Lecturer Sabbaticals finds a Lecturer's post-sabbatical report unsatisfactory, the committee's letter shall contain the reasons for this decision. In such cases, the Lecturer 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 Lecturer (with copies to the Department Chairperson, the Dean, and the Provost). A post-sabbatical report that is considered unsatisfactory by the University Committee on Lecturer Sabbaticals may have a prejudicial effect on any future applications for sabbatical leave by the Lecturers member.

#### **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.