

APPLICATION FOR SABBATICAL LEAVE  
New York Institute of Technology

Name \_\_\_\_\_

Semester(s) for which applying for sabbatical leave    Fall 200 \_\_\_    Spring 200 \_\_\_

Department \_\_\_\_\_

School \_\_\_\_\_

Date began full-time employment at NYIT \_\_\_\_\_

Current Rank \_\_\_\_\_ Effective Date \_\_\_\_\_

Tenure (yes or no) \_\_\_\_\_ Effective Date \_\_\_\_\_

List all previous leaves of any sort:

<u>Type and Purpose of Each Previous Leave</u>	<u>Start Date</u>	<u>End Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Anticipated address during the period of the sabbatical leave:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Project

On this page and the next please provide a concise description of the intended sabbatical activity. Please include the date that the project will begin or began, the present status of the project including any initial work that you have completed, the nature of the proposed project, the names and locations of any authorities or institutions to be consulted during the project, the location(s) at which the project will be conducted, the expected completion date of the project, the expected products of the project (publications, presentations, exhibits, etc.), and the relationship of the project to your long-range professional objectives.

Description of Project (continued)

Qualifications and Preparation

In the space below, please provide a concise description of your qualifications for this project and your preparation for this project.

Benefits to NYIT

In the space below, please provide a concise description of the benefits to NYIT of your engaging in this project.

Awards and Grants During Sabbatical

Below please list and describe any awards and/or research and travel grants that you intend to apply for, or have applied for, or have received for the period of the proposed sabbatical.

Financial Support During Sabbatical

Below please list any salary or stipends expected during the period of the proposed sabbatical leave, in addition to your salary from NYIT.

Assurances and Recommendations

I agree to continue to serve NYIT for at least one year after the expiration of my sabbatical leave, and to submit within one month of my return from sabbatical a written report of my sabbatical activity to my department chair, dean, and the vice president for academic affairs.

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

Signature of DPC Chair \_\_\_\_\_ Date \_\_\_\_\_

DPC Recommendation:     Approve⌘     Disapprove

Signature of SPC Chair \_\_\_\_\_ Date \_\_\_\_\_

SPC Recommendation:     Approve⌘     Disapprove

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

Dean’s Recommendation     Approve⌘     Disapprove

Signature of VPAA \_\_\_\_\_ Date \_\_\_\_\_

VPAA’s Recommendation  Approve⌘     Disapprove

⌘Approval indicates that the signatory affirms that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the award and that the proposed study, research, or work described in the application is consistent with NYIT’s sabbatical leave principles.

## NYIT Sabbatical Leave Policies

- Faculty must be full-time, have tenure, and have had at least six years of continuous full-time service in order to be eligible for a sabbatical leave.
- There must be at least six years of full-time service between sabbatical leaves.
- If a faculty member takes a leave without pay, the counting of sabbatical-eligibility service years stops during such a leave and then resumes again after the leave has ended; the period of the leave without pay is bridged for purposes of counting service for sabbatical eligibility.
- Time during a leave with pay counts towards sabbatical eligibility.
- Sabbatical leaves are for study, research, creative work in the literature or the arts, and for professional enrichment.
- An applicant must demonstrate that the sabbatical period will be utilized to engage in activities relevant to the applicant's discipline that will enhance his/her professional competence.
- Sabbatical applications must be submitted for approval to the DPC (if one exists) by November 15 of the academic year prior to the year in which the sabbatical would begin, the SPC by February 28, the dean by March 15, the VPAA by March 31, the president by the second half of April, and then to the NYIT Board of Trustees.
- A sabbatical leave does not constitute a break in service to NYIT.
- Application may be made for a sabbatical that will begin at the start of the next fall or spring semester of the following academic year.
- Faculty who have had their sabbatical requests approved may request a one-semester delay in the start of their sabbaticals. Such requests must be made in writing and must be approved by the faculty member's department chair and dean as well as the vice president for academic affairs. To delay the start of a sabbatical more than one semester requires a new sabbatical application.
- Applicants must agree to serve NYIT for at least one year after the completion of their sabbaticals.
- Applicants must agree to submit a report concerning their completed sabbatical to their department chair and dean as well as to the vice president for academic affairs.
- While on sabbatical, a faculty member may, if s/he wishes, continue to be covered under NYIT's health and welfare program. If s/he wishes to continue this coverage, the cost will be borne by NYIT.
- During a sabbatical leave, a faculty member can only accept an assignment at another institution if s/he has the approval of the President.
- For a full-year sabbatical leave, the faculty member will receive a stipend equal to his/her contract base minus his/her adjunct replacement cost (i.e., 24 ELH at the assistant professor rate).
- For a one-semester sabbatical leave, the faculty member will receive a stipend equal to one-half his/her contract base minus his/her adjunct replacement cost (i.e., 12 ELH at the assistant professor rate).
- If circumstances change so that a faculty member's financial support expected during his/her sabbatical leave is greater than that reported in his/her sabbatical application, the faculty member must advise the President of this immediately.
- Denial of a sabbatical application by the NYIT Board of Trustees shall not be subject to the grievance and arbitration provisions of the NYIT-AAUP Collective Bargaining Agreement.
- Information about sabbatical leaves can be found in the NYIT-AAUP Collective Bargaining Agreement, Article VIII.19 (pages 17-18).

### Application Preparation Information

\*\*A complete, up-to-date curriculum vitae must be attached.

\*\*Please attach any additional supporting documentation that you wish.

\*\*Please submit four copies of all application materials to the vice president for academic affairs.

\*\*Please ensure that all information in this application is typed.