



## **RBHS SABBATICAL LEAVE APPLICATION**

The Sabbatical Leave Program applies to RBHS faculty, except those who are AAUP-AFT or NJEA eligible. Completed applications, with appropriate endorsement signatures and CV, must be submitted to RBHS Faculty Affairs three (3) months prior to start date of the leave.

***Prior to submitting an application, all applicants should review the AAUP-BHSNJ Article X – Sabbatical Leave Program (<https://facultyaffairs.rbhs.rutgers.edu/faculty-resources/faculty-leaves-of-absence/>) for eligibility and program details.***

Date of Application:

Name:

School:

Department/Division:

Institute:

Academic Title:

Track:

Administrative Title (if any):

No. of Years as Faculty:

No. of Years Since Last Sabbatical Leave  
(no less than 6 years):

Proposed Leave Length:

Proposed Dates:

If, you wish to claim credit toward sabbatical eligibility for service at a prior institution, please list your faculty appointments below. Include the institution, your rank, dates of service, and FTE. Do not list appointments less than full-time.

If the period of sabbatical leave requested is the result of a delay of previous sabbatical leave application, please provide the date of original application and leave dates.

## **Academic Proposal**

In this space, and on additional page if necessary, describe the activities you intend to undertake during the sabbatical leave for which you are applying. This proposal should indicate what you intend to accomplish during your sabbatical leave and how this will contribute to your role at Rutgers.

***A brief report of activities and accomplishments must be submitted after the completion of the leave.***

**Department Approvals**

I certify that this faculty meets all eligible requirement per Article X, including that they are not in the last year of their probationary period or in a terminal year.                      YES                      NO

Approved  
Department Chair

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Additional Approvals**

Approved  
School Committee  
(e.g. FCAP, A&P, FAC, etc.)

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved  
Dean

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved  
RBHS Chancellor

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the Dean or Chancellor disagree with the recommendation of the chair and/or standing committee, and deny the application, the Dean or RBHS Chancellor shall provide a statement with the reasons for the denial below:

***Once final approval is received, the school Faculty Affairs Office must open a leave case for the faculty member via OneSource. A copy of this application must be sent to all secondary departments, centers or institutes that the applicant is affiliated with.***