

RUTGERS UNIVERSITY LIBRARIES
SUPPLEMENTARY LIBRARY FACULTY GUIDELINES
FOR SABBATICAL

Each sabbatical application should include the following:

- a. A statement concerning the work that has been already done by the applicant. For example: "A survey of the field reveals that no bibliography exists in this area."; "The attached preliminary review of the literature indicates that no standards exist in this area."; "Previous work by this applicant (see references 1-2) indicates that the nature of the relationship between these two factors is unknown."; or "No research or existing program could be located which could be used to determine the appropriate elements to consider in establishing such a service."
- b. A detailed description of the characteristics of the project.
- c. A statement regarding the rationale for this particular application.
- d. A plan for any aspects of the project which cannot be completed during the sabbatical.
- e. A statement of the expected outcome or impact of the project for which the leave is being granted.

Adopted, February 1991, Revised, January 2001

A candidate should submit his or her completed sabbatical application to RUL Human Resources for forwarding to the Research Leave Review Committee no later than the second Friday in December. The Committee is to indicate endorsement or non-endorsement based on the merits of the application and forward it to the candidate's AUL or campus director, who will submit it to the Vice President for Information Services and University Librarian with an indication as to whether personnel will be available to cover the candidate's responsibilities during the proposed sabbatical as well as any comments on the merits of the application. The application is normally due in the office of the Vice President for Information Services and University Librarian on the second Friday of January

Adopted, April 2012