

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