



KEAN FEDERATION OF TEACHERS
An Association of Professors, Professional Staff and Librarians
Local 2187, American Federation of Teachers
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LETTER OF AGREEMENT # 13

Sabbatical Leave Guidelines

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Kean College of New Jersey

The Agreement between the State and the Council of New Jersey State College Locals provides for a Sabbatical Leave Program at each College for faculty members who have completed a period of seven (7) or more years of service.

In accordance with Article XXIV the following agreement regarding Sabbatical Leave guidelines was reached on January 7, 1975, between representatives of the KCFT and the College Administration.

Sabbatical Leave Guidelines

To enable the Department and School RT Committees to assess the value of the proposed Sabbatical Leave project, please give the information requested below:

- I. Description of sabbatical project. Be as specific as possible, particularly in stating:
 1. What are objectives of project?
 2. How are you going to go about it?
 3. What resources will you need, and how will you obtain them?
 4. What proportion of your project do you think you can complete during your sabbatical?
 5. What travel is required for your project?
(Liability insurance protection)
- II. Relation of project to any on-going work at Kean College or elsewhere.
- III. Outline of prospect for presentation of paper, publication, performance or exhibition of project results, or for utilization in your discipline or in your teaching.

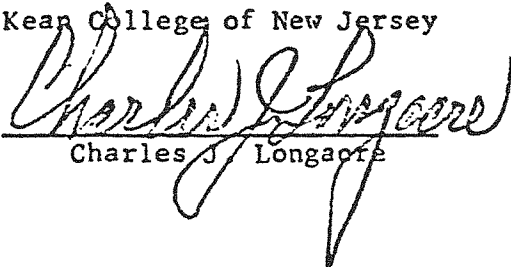
In reviewing the proposals submitted by Faculty, the Committees will use the following three criteria in making their recommendations to the President. Each of the criteria will be given equal weight.

1. Seniority
2. Merits of the proposal in terms of the individual, i.e., enhancing the competency of the applicant in his or her discipline or in teaching.
3. Merits of the proposal in terms of the community-at-large, i.e., enhancement of the applicant's contributions to the College and the community-at-large.

In addition, it is agreed that the following questions should be on a separate page for use as Committee guidelines:

1. Will this proposal enhance the competency of the applicant in his or her discipline or in teaching?
2. Are the methods, objectives, etc. appropriate to the nature of the proposal?
3. Is the present project logically related to past work? If not, what is the candidate's rationale for the proposal?

Kean College of New Jersey


Charles J. Longacre

Kean College Federation of Teachers


H. Willard Stern

January 10, 1975