

2025-2026 SABBATICAL LEAVE PROGRAM CALENDAR DURING THE TRANSITION PERIOD

2025

The intent of the new Sabbatical Leave Program is to make sabbatical leaves available to all faculty members in a non-competitive system, acknowledging that the number of sabbatical semesters available may be impacted by budgetary considerations. The Office of Employee Relations (ER) will manage the sabbatical leave rotation. During the **transition period**, the rotation will be based on seniority in combination with time since last sabbatical leave. Beyond the transition period, the rotation will be maintained based on years since last sabbatical leave.

Monday, October 06, 2025 (on or before)

The ER will send an announcement to all full-time tenured faculty and librarians about sabbatical: All full-time faculty members and librarians, who, as of June 30, 2025 have completed a period of six (6) or more years at the College and who have fulfilled all professional responsibilities in the areas of service, teaching, and scholarship and have fulfilled the terms of past awards shall be eligible to apply for a Sabbatical leave. Sabbatical leaves are granted no more frequently than once every seven (7) years to each faculty member who is eligible for sabbatical.

Wednesday, October 08, 2025 (on or before)

The ER notifies the Deans and specific faculty members of their initial eligibility to apply based on seniority, the completed years of service since last sabbatical, and placement on the sabbatical leave rotation.

Tuesday, October 14, 2025 (on or before)

Eligible faculty desiring to apply for sabbatical shall forward a copy of their vitae in Ramapo format to the Dean and arrange to meet with them to discuss/assess the candidates eligibility regarding their fulfillment of all professional duties in the areas of service, teaching, and scholarship. Candidates should also communicate their preferred semester and/or duration of the leave. Deans will conduct an applicant eligibility assessment and a semester availability review based on contractual requirements, including scholarship as defined in Unit Scholarship Guidelines and service as defined in Section 5.0 of the Faculty Handbook, while considering institutional sustainability and resource neutrality, finalized by the Provost.

Tuesday, October 21, 2025 (on or before)

The Deans, based on the initial applicant eligibility assessment and semester availability review, will make recommendations to the Provost on the number of semesters that could be made available. The Deans will communicate with applicants and notify them, in writing, of the results of the applicant eligibility assessment and the semester availability review.

Tuesday, October 28, 2025 (on or before)

The President, through ER, notifies the Faculty and Librarians of the approved number of sabbatical semesters available, based on the recommendations from the Deans and the Provost.

Friday, October 31, 2025 (on or before)

Candidates found eligible to apply prepare a complete application found at [Common-Application-Form-.pdf](#) in accordance with Section 11.6 and upload their application to the folder provided by the ER.

Candidates designate the most appropriate Convening Group to evaluate the merit of the proposal, subject to Dean's approval. The Convener forwards the application to the full Convening Group (excepting the Applicant) for review. Based solely on the criteria, the Convening Group determines by a "yes" or "no" vote the merit (see Section 11.5B) of the proposed project. Deliberations of the Convening Group are confidential. No candidate for sabbatical leave can be present during the discussion of any sabbatical application, nor may they vote.

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Friday, November 07, 2025 (on or before)

The Convener sends a letter with a record of the vote (up or down by simple majority), briefly explaining its rationale, to the Unit Scholarship Committee (USC).

The USC shall conduct a review of the application for completeness using the checklist and inform the applicant of any missing information and/or non-compliance with proper presentation and formatting by the established calendar deadline.

Wednesday, November 12, 2025 (on or before) The USC sets a final date for receipt of a completed application, including anything missing, giving the applicant sufficient time to make changes and allowing for sufficient time for final review by the USC. After the deadline, incomplete applications as determined by the USC will not be forwarded.

The USC through the ER shall make accessible all applications, supporting documentation, the USC's recommendations, and Dean's recommendations to the All College Sabbatical Committee (ACSC). The ACSC shall complete its review of the applications and make accessible the applications, all relevant documentation, and recommendations to the Provost.

Tuesday, November 25, 2025 (on or before)

The ACSC evaluates each submitted application and makes its recommendations available to the Provost. In the event that the ACSC does not recommend an applicant for a sabbatical award, the applicant must be notified in writing prior to the recommendation going to the Provost.

Friday, December 12, 2025 (on or before)

The Provost, in coordination with the Deans, review the recommendations from the ACSC. In the event that resource neutrality cannot be achieved for a particular eligible applicant in the academic year in which they are eligible, that applicant's sabbatical may be deferred to the following academic year while the Dean develops a plan to achieve resource neutrality for that candidate in the following academic year contingent on budget feasibility.

Wednesday, December 17, 2025 (on or before)

The Provost reviews all documentation and makes recommendations available to the President.

Friday, December 19, 2025 (on or before)

The President makes final recommendations to the Board of Trustees (BOT) and will notify applicants of their decision.

2026

Monday, February 09, 2026 (Tentative)

The BOT shall act on the President's recommendation for sabbaticals.