RUTGERS–NEW BRUNSWICK
School of Arts and Sciences
Office of the Executive Dean

**MEMORANDUM**

**To:** School of Arts and Sciences Department Chairs and Directors

**From:** Juli Wade, Executive Dean Initial JW

**Subject:** Sabbatical Leave Program 2026-2027

**Date:** November 17, 2025

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Attached are the instructions and application for the 2026-2027 Sabbatical Leave Program https://laborrelations.rutgers.edu/faculty/resources.

Please forward copies to faculty in your department. Rather than completing the attached or online application form, faculty members who wish to apply for a sabbatical leave should contact Human Resources-Academics (humanresources@sas.rutgers.edu) or call 848-445-4150 for a computer-generated application form. The computer form will have individualized information.

For one-semester leaves: A tenure track Assistant Professor with at least 6 semesters of full-time prior service may apply for a one-semester leave at 100 percent salary; all other faculty at the rank of Instructor (or equivalent) or above, need at least 12 semesters of full-time prior service to apply for a one-semester leave at 100 percent salary. A faculty member with at least 6 semesters of full- time prior service may apply for a one-semester leave at 80 percent salary.

For two-semester leaves: A faculty member with at least 12 semesters of full-time prior service may apply for a two-semester leave at 80 percent salary.

Completed applications should be signed by the faculty member and chair and then emailed to humanresources@sas.rutgers.edu no later than Friday, January 2, 2026. SAS-Human Resources will obtain Division Dean signature after all applications are reviewed. If you have questions on the program, please contact Debbie Elliott at humanresources@sas.rutgers.edu or 848-445-4150.

JW/de

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