

# FACULTY RESEARCH LEAVE PROGRAM

## **Table of Contents**

- Program Purpose
- Eligibility Criteria
- Applicant's Duration of Leave
- Anticipated Time Commitment
- The Proposal
- Application Timeline
- Submission Limitations
- Evaluation
- Awardee's Accountability
- Appendix A: Transmittal Form
- Appendix B: Departmental Impact Statement
- Appendix C: Final Report
- Program Purpose

The purpose of the Faculty Research Leave Program (FRLP) is to provide alternative leave opportunities to the faculty who can profit from devoting uninterrupted time to research. The goals of the program are to (1) support the University's research mission, (2) develop the faculty member's research agenda and allow him/her to compete more effectively for external funds when appropriate, (3) enhance the faculty member's image and reputation, and (4) sharpen the University's research foci.

The FRLP is designed to augment the University's sabbatical and other leave programs. It assists: (1) established faculty who have robust research programs, (2) junior faculty who are seeking to firmly establish their research programs, and (3) co-investigators who submit joint proposals.

## **Eligibility Criteria**

All full-time faculty members must be employed within the applicant's academic unit and must be approved by the chair, where appropriate, and dean; applicants are therefore strongly encouraged to consult with their unit administrators before developing proposals.

Applicants with established research records must present projects whose strength is commensurate with the length of time they have been professionally engaged in their fields of study. Junior faculty applicants must be assistant professors in their first five years of service and must demonstrate that they have active research programs.

It is anticipated that most proposals will be made by individuals. Joint proposals will also be accepted; however, they should demonstrate more substantial outcomes than proposals from single investigators.

## **Applicant's Duration of Leave**

A FRL will normally be awarded for a period not to exceed one academic semester, but it can be combined with an approved sabbatical or other leave program. The award's starting date generally

should coincide with the beginning of an acadeginni

## 2. Faculty Member's Profile

- a. How the project relates to the applicant's other research activities and his/her long-term research agenda
- b. A statement regarding the applicant's ability to conduct the proposed project
- c. The applicant's career stage (i.e., junior or established faculty member, as defined above)
- d. An explanation of the benefits associated with released time from teaching, clinical, service, or administrative responsibilities
- e. A listing of current external funding
- f. A current *curriculum vitae* of no more than two pages that emphasizes publications, awards, and grants, and provides other information that is pertinent to the project (not included in the eight-page narrative limitation).

## 3. Departmental Impact (Please see Appendix B for the appropriate form for this section.)

- a. The departmental staffing plan while the faculty member is on leave
- b. Any University responsibilities that the faculty member will maintain during the leave period

**Budget.** This program will provide funding for the salary and fringe benefits (if any) of an adjunct for one semester while the awardee is on leave. A maximum of \$2,000 can be requested to support specific research costs associated with the award--e.g., travel or equipment. It is expected that the department will continue to provide support to the faculty member, so requests to support the direct costs of the project should be limited. Copying, telephone, postage, office supplies, standard laboratory supplies, software, database searches, and other like expenses are not eligible for funding.

The elements that should be included in the budget request are as follows:

1. Amount of money requested to augment departmental operations
2. Amount of money requested to facilitate the research project
3. Any internal or external funding that will contribute to the project, including department and/or School/College/Center resources
4. Justifications for funds requested

### **Application Timeline**

1. Faculty must notify their Department Chair or equivalent administrator of their intent to apply **by December 3, 2012.**
2. Full proposals must be submitted to the Chair or equivalent administrator **by December 14, 2013 at 5:00 p.m.**
3. The unit administrator must sign and submit his/her unit's applications to the Dean **by January 18, 2013.** See "Submission Limitations" below for more details.
4. Each Dean should assemble his/her approved proposals, providing:
  - a. rank-ordered recommendations for his/her College/School/Center;
  - b. budget requests for each proposal;
  - c. a short description of the process used to evaluate the proposals; and
  - d. copies of each recommended proposal.
5. Deans must forward the assembled packets to the Office of the Vice President, Academic Affairs in DuBourg 450 **no later than February 15, 2013.**



### **Awardee's Accountability**

Awardees must submit a progress report to the Vice President, Academic Affairs, and Dean within three months of the leave's completion, indicating the outcomes completed during the leave. A form for this report is contained in these guidelines as Appendix C. The awardee is responsible for completing all of the short-term leave objectives specified in the proposal by the end of the leave period. Any requests for extensions to complete short-term leave objectives must be approved by the Vice President, Academic Affairs, before the leave period has expired.

Satisfactory progress on specified goals will be a prerequisite for subsequent awards and other University-based research funds. These include the Beaumont Faculty Development Fund, the Summer Research Award Program, and the Mellon Grant Program.

Awardees should submit a progress report to the Vice President, Academic Affairs, and Dean within three months of the leave's completion, indicating the outcomes completed during the leave. A form for this report is contained in these guidelines as Appendix C. The awardee is responsible for completing all of the short-term leave objectives specified in the proposal by the end of the leave period. Any requests for extensions to complete short-term leave objectives must be approved by the Vice President, Academic Affairs, before the leave period has expired.



Appendix B  
Departmental Impact Statement  
Provost's Faculty Research Leave Program

These questions must be addressed by the Applicant's Unit Administrator if the submission is to be presented to the Dean for his/her submission to the Vice President, Academic Affairs:

1. Provide a comprehensive assessment of the research proposal, including information on the
  - a. intellectual merit of the proposal
  - b. candidate's capability to handle the project
  - c. relationship of the proposal to the department's strategic plan/vision
2. What are the applicant's teaching, clinical and administrative responsibilities during the proposed leave period?
- 3.

Appendix C  
Final Report  
Faculty Research Leave Program

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Faculty Research Leave: Start: \_\_\_\_\_ End: \_\_\_\_\_

Project Title: \_\_\_\_\_

Date of Final Report: \_\_\_\_\_

Project Summary: Describe the project carried out during the Research Leave. (500 words or less)

Short-Term Leave Accomplishments: Describe manuscripts submitted, working papers, published articles, conference presentations, extramural proposals submitted, or other significant outcomes supported by the leave. Provide full citations where appropriate.

Long-Term Leave Accomplishments: Include long-term outcomes that are likely to be accomplished after completion of this progress report.