To: Tenured Faculty Members  
From: Linda A Bell, Provost and Dean of the Faculty  
Re: Applications for Senior Faculty Research Leave Program  
Date: February, 1 2013

This is a reminder that applications for Senior Faculty Research Leaves (SFRL) for 2014-2015 are due in the Office of the Provost on Friday, March 29, 2013. Those eligible and interested in applying for a SFRL in 2012-2013 should notify their department chairs, if they have not already done so. Those who were eligible in earlier years and requested deferrals until 2014-2015 must also apply now. Please contact my office if you have questions regarding your eligibility.

Departmental accommodation plans (see guidelines below), prepared by the chairperson of the department, must also be submitted by Friday, March 29, 2013 to the Office of the Provost.

GUIDELINES FOR SENIOR FACULTY RESEARCH LEAVE PROGRAM

Purpose:
The Senior Faculty Research Leave Program (SFRL) is part of the College’s ongoing effort to support and encourage faculty development. The program is designed to afford senior faculty members with a periodic opportunity to focus on their scholarly endeavors in a manner not possible when engaged in a full program of teaching and College service.

Unlike a sabbatical, the SFRL is not an entitlement, and is intended to recognize those senior faculty members whose scholarly lives so complement their teaching and College service that by supporting the first, the College improves the overall quality of the second and third. The expectation is that projects proposed will meet a high standard.

Eligibility and Expectations:  
Once they have had their first earned sabbatical leave, tenured faculty members are eligible to apply for a SFRL of one semester at full pay or one year at half pay to be taken in the fourth year following an earned sabbatical leave. The expectation is that faculty normally should have been teaching full-time during the two years immediately prior to a SFRL and are expected to teach full-time in the two years after a SFRL. At the individual’s request and with the approval of the department chair and the Provost, a SFRL can be deferred to be combined with a regular sabbatical leave.

At the conclusion of a Senior Faculty Research Leave, a report is required outlining the faculty member’s scholarly accomplishments during the leave period. This report should be addressed to the Provost who will share it with the President and the Advisory Committee on Appointments, Tenure and Promotion.
Applications must be made two years in advance of the projected leave. Decisions will be made on the merit of the application and the record of the applicant; they may also be influenced by budgetary and programmatic considerations.

FBPC REVIEW: Departmental accommodation plans are reviewed by the Faculty Budget and Planning Committee. The departmental accommodation plan should detail how the department’s curricular responsibilities will be met during the period of the requested leave, including what, if any, replacement hires may be necessary. It must also include other leaves anticipated during the same period, with Special Assistant Professor leaves and sabbaticals given priority over a SFRL. The FBPC can recommend deferral of a SFRL to serve departmental or College purposes.

ATP REVIEW: The ATP will review SFRL applications for eligible faculty members whose departmental accommodation plans have been approved by the FBPC. ATP approval requires evidence that the faculty member’s SFRL request represents an institutionally useful expenditure of College funds. A SFRL is not an entitlement, and approval is not pro forma. To be recommended for a SFRL by the ATP, faculty members should be demonstrably active scholars, effective teachers, and engaged members of the College and University community. In cases where the ATP feels it is not qualified to judge the quality or feasibility of the project, additional outside supporting letters may be requested. All recommendations made by the ATP must be approved by the President.

The SFRL application should include:

1. current curriculum vitae of the faculty member; four page maximum with emphasis on recent/significant work;
2. a personal statement of research plans for the SFRL, including a description of the proposed scholarly project, and a statement on the scholarly accomplishments during the last academic leave (limit: 1000 words);
3. a statement from the department chair in support of the scholarly project, which also discusses the faculty member’s teaching performance and community service since the last sabbatical leave.

Note: when the applicant is the department chair, the department statement should come from another senior member of the department, or from an appropriate senior faculty member outside the department.