

**UPDATED, as of Sept. 4, 2009**

## **TRINITY UNIVERSITY FACULTY DEVELOPMENT COMMITTEE**

### ***APPLICATION FOR ACADEMIC LEAVE DURING 2010-2011***

The President of the University, upon recommendation of the Faculty Development Committee (FDC) and the Vice President for Academic Affairs, will award academic leaves for 2010-2011. Full information on the Academic Leave policy and the Standard Operating Procedures of the FDC is in Chapter Four of the *Faculty and Contract Staff Handbook*.

### ***ACADEMIC LEAVES***

Leaves of absence are among the most important means by which a teacher's effectiveness can be increased, a scholar's opportunity for research, reflection, and writing enhanced, and ultimately a university's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to the academic life of a university, and every faculty member should use available means of professional development, including leaves, to increase professional competence. The major purpose of an academic leave program is to provide an opportunity for continued professional growth and new or renewed intellectual development through study, writing, research, or travel in order to enhance creativity, scholarship, and teaching. Other purposes include public or private service, which ultimately serve the university.

### ***SPECIAL PROJECT EXPENSE GRANTS***

Support for expenses, if any, associated with the Academic Leave project should be requested through the Office of Academic Affairs by contacting Diane Smith (AVPAA:B&R). The project should not be dependent on the availability of a special project expense grant.

### ***REQUIREMENTS***

Academic leaves will be granted either for one semester or for the full academic year. A faculty member on a one-semester leave will receive full salary and fringe benefits. A faculty member on leave for the full academic year will receive one-half salary and adjusted fringe benefits. An academic leave may be granted once in a five-year period.

A grantee is required to devote full time during the leave to the approved project. Grantees, on returning from leave, must submit a report of their activities (and expense award expenditures, if any) to the departmental chair and the Faculty Development Committee by September 19, 2011, for a leave in either of the two previous semesters. The report to the FDC should be submitted to Diane Smith (AVPAA:B&R).

The grantee shall agree by signing a contract to return to his/her employment at the University for at least one year after the leave or, failing to do so, agrees to reimburse Trinity University for salary and fringe benefits received during the leave.

### ***ELIGIBILITY***

- All tenured members of the faculty with at least four years of full-time service at Trinity University are eligible to apply for academic leave. A faculty member ordinarily must serve the University for an additional four years before being eligible for subsequent leaves.
- A faculty member may apply for a summer stipend and an academic leave during the same academic year (June 1 through May 31), but no more than one award will be recommended for funding. Before making any award recommendation, the faculty member will be consulted as to his or her preference.
- A faculty member may not receive a summer stipend either the summer before or the summer after the year during which he/she is on leave.

## ***CALENDAR FOR ACADEMIC LEAVE PROPOSALS***

Proposal for leave submitted to chair of department: **Recommended -- September 2, 2009**

Applicants electronically submit proposals and Chairs submit letters of endorsement to dsmith@trinity.edu: **5 p.m., September 25, 2009**

Award announcement: **Mid-December, 2009**

Special Project Expense Grant funds available: **June 1, 2010**

Final report of academic leave activities to Office of Academic Affairs: **September 19, 2011**

## ***EVALUATION GUIDELINES***

The FDC will evaluate academic leave proposals according to the following criteria and expects ***ALL MATERIALS TO BE PREPARED IN CLEAR AND CONCISE LANGUAGE THAT CAN BE EASILY UNDERSTOOD BY REVIEWERS FROM OTHER DISCIPLINES. PROPOSALS THAT FAIL TO EXPLICITLY ADDRESS EACH OF THE FOLLOWING CRITERIA WILL NOT BE CONSIDERED BY THE PANEL.***

- The merits of the proposal (originality and advancement of knowledge);
- The potential of the proposed project to enhance the creative, scholarly, or teaching competence of the faculty member (likelihood of significant publication or performance, enhancement of professional skills, acquisition of new areas of teaching expertise);
- The probability of achieving the objectives specified during the proposed leave;
- The appropriateness of the methods and techniques for meeting the stated objectives;
- The qualifications of the candidate relevant to achieving the goals of the proposal;
- The candidate's history of academic leave awards at Trinity University (past leaves and successful completion of previous projects).

## ***FDC APPLICATION AND SUBMISSION REQUIREMENTS***

The **DEADLINE** to submit academic leave applications is **5 p.m., September 25, 2009**. No submissions will be accepted after that time.

To save paper, electronic submission is requested. A complete academic leave proposal will include:

1. An e-memo submitted from the applicant to Diane Smith ([dsmith@trinity.edu](mailto:dsmith@trinity.edu)), in which the applicant verifies that he/she agrees to: (1) return to Trinity for at least one academic year after the leave, (2) **be available to serve on the FDC for at least one year**, and (3) submit a description of leave activities by September 19, 2011.
2. FDC Academic Leave Proposal Cover Sheet (as an attachment to the above e-memo).

3. The narrative (as an attachment to the above e-memo).  
The narrative length is 2,000 words maximum. It must be double-spaced, use a font no smaller than 10 pt, and maintain one-inch margins all around. Please do not use footnotes. *Any proposal not meeting these requirements will be returned to the applicant for revision.*  
The narrative must include:
  - a. A clear statement of the project objectives and a time frame for their accomplishment;
  - b. A concise statement of the methodology to be employed;
  - c. A brief description of the current state of the research and how this project will contribute to advancing knowledge in the area of the proposed research/study;
  - d. The applicant's qualifications relevant to achieving the goals of the proposal;
  - e. How the proposed project will enhance the creative, scholarly, or teaching competence of the applicant.
4. Please provide, separate from the narrative and on the cover sheet (see item #4 on cover sheet), the year(s) of previous academic leave(s) at Trinity University. For each, list the item(s) on your *curriculum vitae* that represents outcomes directly related to the academic leave and/or describe other outcomes related to the leave.
5. A *curriculum vitae* (as an attachment to the above e-memo).
6. A separate e-memo sent from the Department Chair to Diane Smith ([dsmith@Trinity.edu](mailto:dsmith@Trinity.edu)), which summarizes the review of the proposal by tenured members of the department (see part (4A). III. A. 1. d. in the *Faculty and Contract Staff Handbook*). The e-memo will also verify that the department recommends the proposal and that the curricular responsibilities of the department can be met without additional faculty to replace the faculty member being recommended for a funded leave. If curricular responsibilities cannot be met, additional rationale and information are required. If a term or part-time appointment is needed, the memo must include the request.

***Incomplete proposals will not be forwarded to the FDC for review.***

#### **NOTES**

- Applicants may request to review examples of previously funded proposals for academic leaves, which are available in the Office of Academic Affairs (contact Diane Smith, AVPAA:B&R).
- The recipient of an academic leave award must send a report to Academic Affairs (ATTN: Diane Smith, AVPAA:B&R) and the departmental chair by September 19, 2011. Project reports should be definitive, concise and give an assessment of the accomplishment of the project. Supporting documentation, such as manuscripts, musical scores, and other appropriate documentation, may be appended to the report and will be returned after the reports have been read.
- The FDC will submit its recommendations of awards to the Vice President for Academic Affairs, who will send them forward with his recommendations to the President. Awards

will be announced in mid-December, 2009.