College of Arts and Letters

GUIDELINES FOR
FACULTY EDUCATIONAL LEAVE APPLICATIONS SUBMITTED
IN 2013-2014 ACADEMIC YEAR

PURPOSE

The College of Arts and Letters at James Madison University offers Educational Leaves to provide faculty members with opportunities, such as independent study, research, and graduate/postgraduate study, to expand their teaching abilities and to foster intellectual growth. Leave activities should address issues relevant to the applicant’s professional field or an area that will enhance the understanding and integration of related fields. Projects may encompass an expansive field or a specific interest. Inevitably, leave activities should result in enhanced teaching, research, or artistic skills, and the leave recipient should realize a renewed capacity for personal contributions to the College and University community as a result of the educational leave. The ultimate purpose of these leaves is to sustain vigor, especially in the College’s academic instructional programs, and to ensure that faculty members have the opportunity for professional development.

ELIGIBILITY

In order to be eligible to apply for an Educational Leave, a faculty member must meet the following qualifications:

1. The candidate must be a full-time faculty member or department head/school director in the College of Arts and Letters.
2. The candidate must occupy a renewable term appointment, a tenure-track position or have tenure at the time of application.
3. The candidate applying for the first time must be in at least the third year of full-time service at James Madison University.
4. A previous recipient of an educational leave must complete five full academic years of teaching before he or she is eligible for another leave. Those who last received a leave in 2007-2008 or before are eligible to apply for a leave in the 2013-2014 academic year.
5. The candidate must not be serving as a member of the College’s Faculty Assistance Committee.
6. The candidate must have the endorsement of his or her department head/school director.

APPLICATION SUBMISSION PROCEDURES

Written application for Educational Leave must be submitted on the attached forms, directly to the faculty member’s department head/school director. The proposal must be reviewed and endorsed by the department head/school director, who shall forward the approved application plus ten copies of all pages to the College Faculty Assistance Committee, Dean’s Suite, Harrison Hall by Friday, September 6, 2013. Only applications received by this date will be accepted for consideration by the College Faculty Assistance Committee. Once submitted, the proposal will not be returned to the applicant.
TERMS OF LEAVE

The terms of the Educational Leave enable a faculty member to elect to use one full academic year (nine months) at one-half salary or one semester (fall or spring) at full salary. With either option, the University contributes its full share of all established fringe benefits. If the one semester option is taken, the remaining semester of that year may not be applied to the accumulation of the five years of service required for Educational Leave eligibility. A faculty member who elects the option of one full academic year should also indicate whether a single semester is a reasonable alternative. The Faculty Assistance Committee has the option to fund a leave for only one semester if it determines that the quality of proposals being considered warrants a more equitable distribution of funding. The Faculty Assistance Committee budgets $8,000 in part-time replacement funds for a one semester leave or $16,000 to fund part-time replacement for a full academic year leave.

An applicant is expected to follow through with an Educational Leave once the application is approved and the leave is awarded. If your Educational Leave plans change, notify the Chair of the College Faculty Assistance Committee immediately. Because the selection process is highly competitive and based on comparison of your proposal to those of your peers, any changes you make can affect your status as well as that of another applicant (i.e., render a proposal more or less competitive than the original). Therefore, it is imperative that any changes be approved before the final selection process is initiated.

By accepting an Educational Leave, the recipient agrees in good faith to return to full-time service at the University for at least one academic year after the leave is completed.

Educational Leave may be withheld whenever it is felt that the absence of the candidate for leave would be seriously detrimental to the interest of the University.

REPORTS AND ACKNOWLEDGMENTS

At the completion of leave activities, a written report summarizing project accomplishments must be submitted to the Dean and department head/school director. The due dates for these reports are Wednesday, March 11, 2015, for fall recipients and Wednesday, July 8, 2015, for spring and full academic year recipients. The faculty member will be expected to provide, in reasonable detail, a summary of his or her activities during the leave period and to address the extent to which the experience contributed to his or her teaching effectiveness and professional development. Failure to file this report may impede the award of a future educational leave. This written report will constitute a major portion of the faculty member's evaluation for that academic year. When the faculty member returns from Educational Leave, the Dean and Department Head/School Director may invite the faculty member to make his or her work known to other faculty via a lecture, seminar, presentation, workshop, artistic performance, artistic exhibition, or participation in a colloquium. Any publication or exhibition resulting from activity assisted by these grants shall indicate: “This work was supported by the James Madison University Program of Grants for Faculty Educational Leaves.”
PROPOSAL FORMAT

THE COLLEGE FACULTY ASSISTANCE COMMITTEE WILL NOT CONSIDER PROPOSALS THAT DO NOT CONFORM TO THESE FORMAT GUIDELINES.

Project Summary

A proposal is to be directed toward independent study, research, creative work, and/or graduate/postgraduate study that will enhance the applicant’s teaching abilities and/or foster professional growth and development. Include a short and descriptive project title and a one-paragraph abstract.

Project Description

This description is the only demonstration that the College Faculty Assistance Committee will have of the substance and potential of your project. It is important that the proposer not presume extensive knowledge on the part of the reviewers. Because members of the review committee may not have a specialized knowledge of the proposer’s field, the proposal must be sufficiently detailed to describe the project in non-technical language. The following points must be addressed:

1. State the objectives of the leave.
2. Explain the significance of the project to your field and to your own scholarly development. Clearly describe the specific program of study or research, and explain the basic ideas, problems, or questions intended to be examined. Explain the planned approach or line of thought.
3. Incorporate statements about the need for and the contributions of the project to teaching and/or scholarship in the particular field of study. Include a concise review of the relevant literature or state of affairs. (Attach bibliography of no more than two pages, if applicable.)
4. Specify where the project will be conducted and indicate the likelihood of access to archives, collections, or institutions, if pertinent.
5. Describe the special skills needed for the project (e.g., foreign languages, computer literacy, etc.).
6. Indicate the project’s relation to long-range teaching and/or scholarly objectives.
7. If you are applying for both an Educational Leave and a Summer Research/Teaching Grant, please prioritize the proposals and provide justification for why you believe you need both awards.

Length and Binding

The project description may not exceed five double-spaced typed or word-processed pages and may not exceed 1,250 words. (Bibliography is not included in page count.) Special binding techniques should not be used. If you have previously received an Educational Leave from James Madison University, please include as an appendix a copy of the written report of project accomplishments that you submitted to the Dean and Department Head/School Director upon completion of your leave activities, and briefly describe the significant ways in which your scholarship, creative work and/or teaching have been affected.
Professional Resume

The proposer shall provide an up-to-date outline of professional activities and accomplishments, including such items as:

1. Degrees earned and date of conferral.*
2. Employment record.*
3. List of academic honors, awards, or fellowships received and dates.*
4. List of publications and important academic or professional presentations.*
5. Other pertinent experiences and current activities.*

*List most recent first. Note that the College of Arts and Letters Faculty Assistance Committee will evaluate leave applications first and foremost on the merit of the proposal. Professional credentials will be considered when reviewing proposals of equal or comparable merit and when determining the applicant’s potential for successful leave activities.

CRITERIA/GOVERNING POLICIES

The College Faculty Assistance Committee will make recommendations based on the following criteria and governing policies:

1. The proposal must demonstrate a positive effect on the teaching quality and/or scholarly achievement of the applicant and of the College and University’s academic programs. Graduate or postgraduate work encompassing activities that enhance the teaching effectiveness of the applicant through formal course work and related direct experience will warrant the consideration of the selection committee.
2. Competition is limited to full-time faculty and department heads/school directors who have completed a minimum of three years of service at James Madison University and who are tenured or on tenure track or in renewable term appointments at the time of application. An additional five full years of continuous service must be completed before a subsequent Educational Leave may be awarded to the same individual with the leave activities to be pursued during the sixth year.
3. Proposals should be written in a clear, coherent, and concise manner and clearly express the concept and organization of the project.
4. The applicant must show commitment to work full-time on the project during the leave.
5. Final choices will be based upon the recommendations of the College Faculty Assistance Committee as they determine the relative merit of each proposal. All things being equal, preference will be given to senior applicants who have demonstrated a high quality of service to the College and University.
6. If projects involve research or data collection using human subjects, the proposer must acknowledge that Institutional Review Board (IRB) approval, according to JMU policy number 1104 http://www.jmu.edu/JMUpolicy/1104.shtml, is required of all awarded grants. For more information see http://www.jmu.edu/sponsprog/irb/irbmission.html
7. If projects involve research or data collection using live, vertebrate animals, the proposer must acknowledge that Institutional Animal Care and Use Committee (IACUC) approval, according to JMU policy number 2202, is required of all awarded grants. For more information see http://www.jmu.edu/sponsprog/iacuc.html
8. Proposals will not be returned.
EVALUATION PROCEDURES

The College Faculty Assistance Committee will review all proposals eligible for consideration for funding. The committee is composed of ten members: one elected from each department/school within the College, based on their knowledge, teaching effectiveness, and scholarly accomplishments. The Dean names a chair from among these members. The committee’s recommendations are not subject to appeal, but the committee will maintain records of its deliberations and, upon written request by an applicant, provide a summary evaluation of the applicant’s proposal after the announcement of leave recipients is made. Leaves will be awarded on the basis of the merit of the proposals. Seniority will be a factor in considering proposals of equal merit because, presumably, the need for renewal is greatest among those with the longest terms of service.

NOTIFICATION OF LEAVE AWARD

The College Faculty Assistance Committee will forward proposals recommended for funding under the Educational Leaves Program to the Dean. The Dean will review the funds required by each department to employ part-time faculty to replace the faculty member on leave. After determining the maximum number of leaves that can be supported from the total funds available for the 2014-2015 academic year, the Dean will notify the recipients of Faculty Educational Leave awards in writing by the end of the 2013 Fall Semester.
APPLICATION CHECKLIST

To be considered complete, all applications must consist of the following:

___ 1. Project Summary/Abstract
___ 2. Project Description
___ 3. Professional Resume
___ 4. Application
___ 5. IRB and/or IACUC approval, if applicable
___ 6. Endorsement form signed by Department Head/School Director
Title of Project: ____________________________________________

__________________________________________________________

Location of Project: _________________________________________

Principal proposer: (Name) ____________________________________

Department or Unit __________________________________________

ABSTRACT
1. Name ____________________________  
   Last   First   Middle

2. Office location and phone ____________________________  
   Building   Room #   Phone

3. When were you first employed by JMU? ____________________________  
   Month/Year

4. How many years of continuous full-time service have you completed with James Madison University? ____________________________

5. With what department, school or professional area are you associated at James Madison University? ____________________________

6. Have you ever been awarded an Educational Leave? ____________________________  
   If so, when? ____________________  Topic? ____________________________

7. What length leave are you requesting?  
   ___ One semester (Full Salary)  
   ___ Two semesters (Half Salary)

   If two semesters, would you accept a one-semester leave if funding issues prevent the committee from funding two semesters?  
   ___ Yes  ___ No  
   If yes, which semester?  
   ___ Fall  ___ Spring

8. Indicate the semester in which your proposed leave will begin:  
   ___ Fall Semester  
   ___ Either Fall or Spring Semester  
   ___ Spring Semester

9. Do you plan full-time commitment to the project?  
   ___ Yes  ___ No

I certify that the information included in this application is true and correct.

_____________________________   ____________________   ____________________
Applicant’s Signature   Date   JMU Employee JAC Card Number

APPLICATION DUE DATE: FRIDAY, SEPTEMBER 6, 2013
Applicant’s Name ____________________________________________________________

I acknowledge that my project requires IRB or IACUC review and approval. I have attached the required approval form(s).

If IRB or IACUC approval is necessary, please explain. Use a separate page if necessary.

Applicant’s Signature

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(To be completed by Department Head or School Director)

While considering whether you approve your faculty member’s Educational Leave proposal, please keep in mind that the ultimate purpose of these leaves is to sustain vigor in the University’s academic instructional programs and to ensure that faculty members have the opportunity for professional development. Educational Leaves that achieve this purpose and whose goals are congruous with the mission of your school will be most significant to the faculty member, the College and the University. As the academic leader of your school, if you approve your faculty member's Educational Leave proposal, please sign this endorsement form and include a brief explanation of what instructional arrangements are contemplated. Please do not include any additional letters of support along with this endorsement form. The Faculty Assistance Committee budgets $8,000 in part-time replacement funds for a one semester leave or $16,000 to fund part-time replacement for a full academic year leave. If you have more than one applicant from your area, please indicate the maximum number of people you can allow to be on leave. If you do not support the application, attach a letter of explanation. In either case, forward the original application, proposal endorsement, and ten copies of all pages to the Chair, College Faculty Assistance Committee.

The maximum number of people my department can support on leave is _____ for the Fall 2014 semester and _____ for the Spring 2015 semester.

I recommend __, do not recommend __, that this application be considered for a Faculty Educational Leave.

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Signature of Department Head or School Director

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(To be completed by Chair, College Faculty Assistance Committee)

The College Faculty Assistance Committee recommends __, does not recommend __, that this applicant be approved for a Faculty Educational Leave.

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Signature of Chair, College Faculty Assistance Committee

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(To be completed by Dean)

I recommend __, do not recommend __, that this applicant be granted a Faculty Educational Leave.

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Signature of Dean