

**GUIDELINES FOR**

**2019-2020 EDUCATIONAL LEAVES**

**PURPOSE**

Faculty in the CSM may apply for educational leave in order to pursue professional development in scholarship or teaching related to their discipline. Educational leaves should be designed to provide an enriching experience that augments or expands a faculty member’s expertise in an area of interest. Because an educational leave is meant to provide support for a focused period of time away from one’s regular roles and responsibilities, faculty are encouraged to consider the value of an off-campus arrangement for part or all of their leave.

Educational leaves represent an investment of time and resources by the faculty member, the academic department, and the university. While professional development of the individual is the primary intended outcome, educational leave projects should be aligned with and contribute to the objectives of the department and university. Applicants should carefully consider the impact of their educational leave accomplishments on departmental practice, such as new research opportunities for students, new research collaborations or expanded research networks, novel teaching approaches, or improved capacity for contributing to new courses or curricula.

Note that educational leaves are not typically granted for the purpose of completing degree requirements or preparing publications describing previously completed work. Applicants are encouraged to speak to the CSM dean about eligibility of their leave proposals prior to submission.

# EDUCATIONAL LEAVE POLICY

Educational leave ([JMU Faculty Handbook III.J.1.a](http://www.jmu.edu/facultysenate/facultyhandbook/iii-policies-procedures/j-benefits.shtml)) is awarded to instructional faculty members by a competitive process within each college. Eligibility for such leave is limited to full-time instructional faculty members who have not had such leave in the previous five years and who have been at the university for at least three years.[[1]](#footnote-1) Faculty currently serving on the Faculty Assistance Committee are not eligible to apply.

Educational leave provides opportunities for faculty members to pursue full-time independent study, graduate/postgraduate study, research or creative activities that will enhance their teaching abilities, professional growth and intellectual renewal. An educational leave enables a faculty member to elect to take an academic year of leave at one-half salary or one semester of leave at full salary. There is no restriction on the additional earnings of a faculty member while he/she is on an educational leave.

Accomplishing the agreed-upon goal(s) of the educational leave shall be a significant component of the annual evaluation upon the faculty member’s return. Recipients of educational leave to be taken during an academic year will be notified by the end of the preceding fall semester and are expected to return for at least one year of full-time service to the university following the leave. The university may require the repayment of the salary paid during such leave if the faculty member fails to return and fulfill this responsibility.

# APPLICATION SUBMISSION

The proposal must be developed in close consultation with the applicant’s department head. The applicant shall forward a single PDF of the full proposal electronically to the dean’s office (nealeap@jmu.edu) by **12:00 pm noon, EDT, November 2, 2018.** Please include the last name of the applicant in the filename. The department head must submit a letter of evaluation under separate cover by the same deadline. Only full proposals received by this date will be considered.

Proposals must include the following sections:

1. Project Summary Page (p.6)

 Include a short and descriptive project title and a one-paragraph abstract including statement of project objective(s), and strategy for pursuing them.

1. Project Narrative (1,250 words, double spaced)

Project descriptions will vary with the specific focus and intentions of the applicant. An applicant should not presume extensive knowledge of the subject, innovation, or strategy on the part of the reviewers. The applicant should therefore provide specific and concise information on the project stated in plain, non-technical language. There is no required format for the narrative; however, the following points should be addressed:

* Relevant background and motivation for proposed project, including summary of outcomes of previous educational leave projects
* Objectives and potential for success of proposed activities
* Description of project activities including timeline and relevant details such as location, collaborators, access to facilities, equipment, or other needed resources
* Description of impact to applicant, as well as to departmental and/or college-wide objectives
* Plan for evaluating project impact, and for disseminating project results
1. Budget and budget justification (2 page maximum)

Applicants should work closely with their department head, who must in turn coordinate carefully with the dean to assure availability of funds and development of a plan for class coverage.

1. Curriculum Vitae or resume (10 page maximum)

The applicant shall provide an up-to-date summary of professional activities and accomplishments, including:

1. Degrees earned and date of conferral.

2. Citation of publications.

3. List of papers presented at professional meetings or other professional presentations.

4. List of academic honors, awards, or fellowships, and dates received.

5. Other pertinent experiences and current activities.

**DEPARTMENTAL ENDORSEMENT**

In addition to the full proposal, the applicant’s unit head must submit a letter evaluating the merit of the proposed project. A signed copy of the AUH letter should be submitted under separate cover, or emailed as an attachment to the dean’s office (nealeap@jmu.edu) by **12:00 pm noon, EDT, November 2, 2018.**

As academic leader of the department, the unit head should prepare a letter evaluating the applicant’s proposal based on the following:

* potential for the proposed project to be a positive professional development opportunity for the applicant;
* contribution of the applicant’s proposed objectives to departmental and/or institutional objectives;
* impact of the applicant’s proposed absence on departmental functions including teaching, research and service activities if the leave is approved. The letter should confirm arrangements for covering the applicant’s teaching and service loads in their absence.
* The letter must include one of the following statements:
	+ *I have reviewed the applicant’s proposal and endorse their plan for educational leave during the proposed period.*
	+ *I have reviewed the applicant’s proposal and am not able to endorse their plan during the proposed period.*

**TERMS AND CONDITIONS**

All applicants will be notified by the CSM dean no later than close of business Tuesday, December 11th, 2018. Applicants whose leave proposals are not funded are eligible to apply during the next funding cycle.

The award of Educational Leaves will be based on the following criteria:

1. Proposals must be written in a clear and concise manner, and must adhere to the proscribed format.
2. Proposal review by the Faculty Assistance Committee (FAC) will be guided by the following criteria:
	1. Objectives and potential for success
	2. Impact on department or college objective(s)
	3. Enhance future ability to gain funding and/or publish new scholarship
	4. Enhance collaboration with researchers beyond JMU or the CSM
	5. Elevate the visibility of CSM regionally, nationally, or internationally
	6. Allow faculty to expand on breadth of scholarship
3. Final selection of proposals for funding will be conducted by the dean based on recommendations by the FAC, associate dean, and unit head.
4. Proposals for projects involving the use of human subjects must include confirmation of Institutional Review Board (IRB) approval, as described in [policy number I:01:06](http://www.jmu.edu/JMUpolicy/policies/1104.shtml).
5. Projects involving use of live, vertebrate animals must include confirmation of Institutional Animal Care and Use Committee approval, as described in [policy number VI:01:02](http://www.jmu.edu/JMUpolicy/policies/2202.shtml).

Funding for all approved educational leaves will be made available for the term indicated in the proposal. Approved educational leaves may not be rescheduled.

# FINAL PROJECT REPORT

At the completion of leave activities, an evaluative report describing project accomplishments and impact must be submitted to the department head and college dean. The final report is due no later than 30 days after completion of the leave. Note that year-long leaves are completed at the end of the spring semester and thus the final report is due 30 days after the end of the spring semester. The project report will be considered in the subsequent annual evaluation and will weigh heavily in any consideration of merit-based salary adjustments.

The final project report should include:

1. description of accomplishments, new projects or collaborations formed, and new skills or products developed during the leave period,
2. the impact of the project on the leave recipient, and contributions to their home department, the college, and the university,
3. planned future activities related to the project that expand or extend the impact and contributions of the leave.

In addition to the final project report, educational leave recipients are expected to present their work to the university community through standard departmental and/or college venues.

# ACKNOWLEDGMENTS

Any and all presentations, publications, disseminations or products resulting from leave-supported activities should acknowledge institutional support by including the following statement: “This work was supported by a grant to [recipient name] from the James Madison University Program of Grants for Faculty Assistance.”

**EDUCATIONAL CHECK LIST**

* Project Summary page including signature, title, and abstract (attach page)
* Narrative (1250 words max.; double-spaced)
	+ Relevant background and motivation for proposed project, including summary of outcomes of previous educational leave projects
	+ Objectives and potential for success of proposed activities
	+ Description of project activities including timeline and relevant details such as location, collaborators, access to facilities, equipment, or other needed resources
	+ Description of impact to applicant, as well as to departmental and/or college-wide objectives
	+ Plan for evaluating project impact, and for disseminating project results
	+ Applicants are advised to make sure the proposal addresses all criteria listed on page 4.
	+ Budget and budget justification (2 pp. max)
	+ CV or resume (10 pp. max)
	+ Signed departmental endorsement, submitted by unit head under separate cover



**2019-2020 EDUCATIONAL LEAVE PROPOSAL**

**PROJECT SUMMARY**

Title of Proposal:

Requested Leave Date (choose only one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year-long \_\_\_\_\_

Faculty Applicant (Name)

Date Electronic Signature

I certify that I have read and understand the appropriate guidelines and meet all eligibility requirements for the leave requested.

Electronic Signature

ABSTRACT (250 words):

Please submit this application electronically as a PDF to the Dean’s Office (nealeap@jmu.edu) by **12:00 PM, noon, EDT, November 2, 2018.**

1. An additional six 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 seventh year. [↑](#footnote-ref-1)