

**2018-2019 EDUCATIONAL LEAVE PROPOSAL**

**PROJECT SUMMARY**

Title of Proposal:

Requested Leave Date: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year-long \_\_\_\_\_

Project Director (Name)

 (Please type or print)

Date Electronic Signature

ABSTRACT



**2018-2019 EDUCATIONAL LEAVE ENDORSEMENTS**

Applicant’s Name

Department Phone

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

Electronic Signature



**2017-2018 EDUCATIONAL LEAVE ENDORSEMENTS**

 To be completed by Department Head)

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

 Department Head’s Signature

*The head, as academic leader of the department, should attach a letter of recommendation indicating:*

1. *support of the applicant if the faculty member’s leave proposal is approved.*
2. *how the faculty member’s load will be covered during the faculty member’s absence.*

*If the head does not support the application, the head should attach a letter of explanation.*

***Applicant: Please have your department head fill out this page and then include the completed page with your online application.***



**GUIDELINES FOR**

**2017-2018 EDUCATIONAL LEAVES**

**PURPOSE**

 The College of Science and Mathematics offers Educational Leave to provide faculty members with opportunities, such as independent study, research, and 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, or research, and the leave recipient should realize a renewed capacity for personal contributions to the University community as a result of the educational leave. The ultimate purpose of these leaves is to sustain vigor, especially in the University’s academic instructional programs, and to ensure that faculty members have the opportunity for professional development.

# TERMS OF EDUCATIONAL LEAVE

 The terms of the Educational Leave enable a faculty member to elect one full academic year (nine months) at one-half salary or one semester (fall or spring) at full salary for that semester. If the applicant teaches in the summer in lieu of the fall or spring as part of the applicant’s contract, the summer may be used for the educational leave. Faculty members are encouraged to conduct their leave activities at an off-campus site. If the one semester option is taken, the remaining semester of that year may not be applied to the accumulation of the six years of service required for Educational Leave eligibility. With either option, the University will continue to contribute its full share of all established fringe benefits.

 An applicant is expected to follow through with an Educational Leave once the application is approved and the leave is awarded. If Educational Leave plans change, the Office of the Dean must be notified immediately so that another candidate may be able to take advantage of the opportunity.

 A recipient of an Educational Leave is expected 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 department, college or university.

## FACULTY ELIGIBILITY

1. The candidate must be a full-time faculty member or department head.

2. The candidate must be tenured, occupy a tenure-track position or have a revolving term appointment.

3. The candidate must be in at least the sixth year of full-time continuous service at James Madison University at the time of application.

4. Eligibility limited to faculty who have not received educational leave in the previous five years.

5. The candidate must not serve on the College Faculty Assistance Committee.

# APPLICATION SUBMISSION AND NOTIFICATION PROCEDURES

The proposal must be developed in close consultation with the faculty member's department head and submitted to that office for initial endorsement. The department head shall complete and print page 3 and attach a letter of support. The applicant shall forward **a PDF of the application electronically**, including a copy of the department head’s signature and recommendation, to the office of the college dean (nealeap@jmu.edu and allendg@jmu.edu) by **noon,** **November 1, 2016.** Only proposals received by this date will be considered. Once submitted, the proposals become the property of the College and will not be returned to the applicant. (For information regarding the University's policy on “intellectual property,” please refer to policy I:01:09 in your James Madison University Manual of Policies and Procedures.) The Dean of the College will notify recipients in writing before the close of business on **December 10, 2016.**

# REPORTS AND ACKNOWLEDGMENTS

At the completion of leave activities, a written report detailing project accomplishments must be submitted to the department head and college dean within 30 days of completion of the leave. Note that year-long leaves are completed at the end of the spring semester and thus the report is due 30 days after the end of the spring semester. For faculty returning from educational leave, this written report will constitute most of the faculty member’s evaluation for that academic year; therefore, consideration for a merit raise is absolutely linked to receipt of the report. The report should include a description of contributions to the mission of the department and college, and to the university. Note that leave recipients may be asked to speak at a departmental or college-wide symposium to communicate the results and findings of their leave activities to the university community. Any publication or publicly disseminated product resulting from activity assisted by these leaves shall say: “This work was supported by the James Madison University Program of Grants for Faculty Assistance.”

# PROPOSAL FORMAT

PROPOSALS THAT DO NOT CONFORM TO THE FOLLOWING SPECIFIC FORMAT GUIDELINES WILL NOT BE CONSIDERED.

Project Summary and Endorsements (Forms Attached).

 Include a short and descriptive project title and a one-paragraph abstract

Project Narrative

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

1. Relevant literature or state of affairs.

2. The rationale of, or need for, the project.

3. The specific objectives or aims of the project (or outline of what the project is to achieve). Include hypotheses to be tested if appropriate.

4. The significance of these objectives to the overall mission of the academic department, college, and University.

5. Specific strategies for achieving these objectives, which may include things such as an outline of the process or methods, a description of courses to be taken, workshops to be attended, or field sites to be visited.

6. A description of the methods for evaluating the impact of the project on the overall mission of the academic department, college, and University.

7. Future teaching initiatives or scholarly activities which might be expected as a result of the leave.

8. A report on the outcomes of previous leaves.

**The narrative should not exceed 1,250 words, double-spaced.**

Budget

Faculty members must work closely with the department head, who must in turn coordinate carefully with the dean to assure availability of funds and development of a plan for class coverage. The number of Educational Leaves that can be awarded is strictly a function of replacement costs.

Professional Resume

The proposer shall provide an up-to-date outline 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.

\*List most recent first. Note that the dean and department heads will evaluate leave applications first and foremost on the consistency of the leave activities with the mission, goals and objectives of the department, college, and university. Professional credentials, therefore, will be considered when reviewing proposals.

# CRITERIA/GOVERNING POLICIES

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

1. Competition is open to all full-time faculty members of the college, including department heads, who are in a revolving term appointment, a tenure-track position, or who have tenure and who have completed a minimum of six full years of continuous service at James Madison University at the time of application.

2. Proposals must be written in a clear and concise manner.

3. Consideration will be given only to those proposals which conform to the required format.

4. 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.

6. Final choices will be based upon judgments made by the dean after consideration of recommendations from the college department heads and Associate Dean regarding the consistency of the proposals with the mission, goals and objectives of the department, college, and university.

7. If projects involve research or data collection using human subjects, the proposer must acknowledge that Institutional Review Board (IRB) approval, according to policy number I:01:06, is required of all awarded leaves.

8. If projects involve research or data collection using live, vertebrate animals, the proposer must acknowledge that Institutional Animal Care and Use Committee approval, according to policy number VI:01:02, is required of all awarded leaves.

9. All proposals become the property of the University and will not be returned to the proposer.

10. Awards will not be given for completing degree requirements or merely polishing a dissertation for publication.

11. Support will normally not be given to projects intended for funding by publishers and leading to remunerative publication contracts.

**Educational Leave Checklist**

The proposal should address:

* Issues relevant to professional field or area enhancing understanding and integration of related fields.
* Result in enhanced teaching and/or research.
* Result in renewed capacity for personal contributions to University community.

Contents:

* Abstract
* Recommendation and letter from Department Head:

* Summary and endorsements

Narrative (1250 words max.; double-spaced)

* + Relevant literature or state of affairs.
	+ The rationale or need for the project.
	+ The specific objectives or aims of the project (or outline of what the project is to achieve). Include hypotheses to be tested if appropriate.
	+ The significance of these objectives to the overall mission of the academic department, college, and University.
	+ Specific strategies for achieving these objectives, which may include things such as an outline of the process or methods, a description of courses to be taken, workshops to be attended, or field sites to be visited.
	+ A description of the methods for evaluating the impact of the project on the overall mission of the academic department, college, and University.
	+ Future teaching initiatives or scholarly activities that might be expected as a result of the leave.
* Report on outcomes of previous leaves.
* Budget
* Résume