

**College of Arts and Letters**  
**GUIDELINES FOR**  
**FACULTY EDUCATIONAL LEAVE APPLICATIONS SUBMITTED**  
**IN 2019-2020 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 creative 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 academic unit head in the College of Arts and Letters.
2. The candidate must occupy a renewable term appointment (RTA), 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 (either from the college or their department) must complete five full academic years of teaching before he or she is eligible for another leave. Those who last received a leave in 2014-2015 or before are eligible to apply for a leave in the 2020-2021 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 academic unit head.

APPLICATION PROCEDURES

Written application for Educational Leave must be submitted on the attached forms, directly to the faculty member's academic unit head. The proposal must be reviewed and endorsed by the academic unit head, who shall send a .pdf e-mail attachment of all candidate materials to Laura Wisman [wismanlb@jmu.edu](mailto:wismanlb@jmu.edu) by **Friday, September 6, 2019**. **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 academic unit head. The due dates for these reports are **Wednesday, March 3, 2021**, for fall recipients and **Wednesday, July 7, 2021**, 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. **For projects requiring IRB or IACUC approval, grant recipients must include with the report a copy of the appropriate approval form.** 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 Academic Unit Head 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 using the cover sheet provided..

#### Project Description

This description is the only demonstration that the CAL Faculty Assistance Committee will have of the substance and potential of your project. The proposer should not presume that members of the review committee have extensive or specialized knowledge of the proposer's field. The proposal must therefore 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. Please describe how the receipt of this educational leave may lead to external funding opportunities.
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.

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 Academic Unit Head upon completion of your leave activities, and briefly describe the significant ways in which your scholarship, creative work and/or teaching have been affected. Include a copy of the appropriate IRB or IACUC approval form, if applicable.

#### Length and Binding

The project description may not exceed five double-spaced typed or word-processed pages and may not exceed 1,250 words; please include the word count at the end of the proposal. (Bibliography is not included in page count.) Special binding techniques should not be used.

## Professional Resumé

Applicants should attach a current *curriculum vitae* which conforms to the conventions of their discipline. Be sure to list dates of conferral for degrees earned and dates for academic honors, awards or fellowships received. Note that the CAL 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 academic unit heads 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 (RTAs) 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>. For more information see <http://www.jmu.edu/sponsprog/irb/irbmission.html>. According to the Federal Policy for the Protection of Human Subjects, IRB approval is not required for oral history and journalism, defined as: (1) Scholarly and journalistic activities (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship), including the collection and use of information that focus directly on the specific individuals about whom the information is collected.”  
<https://www.federalregister.gov/documents/2017/01/19/2017-01058/federal-policy-for-the-protection-of-human-subjects>
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. For projects that require but have not yet received IRB or IACUC approval by the leave application deadline, the leave award is conditional on having acquired that approval by the beginning of the leave period.

## EVALUATION PROCESS

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. An Associate Dean serves as chair. Leaves will be awarded on the basis of the merit of the proposals. 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.

## NOTIFICATION OF 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 2020-2021 academic year, the Dean will notify the recipients of Faculty Educational Leave awards in writing by the end of the 2019 Fall Semester.

College of Arts and Letters  
**FACULTY EDUCATIONAL LEAVE PROPOSAL**  
**APPLICATIONS SUBMITTED IN 2019-2020 ACADEMIC YEAR**

**APPLICATION CHECKLIST**

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

- \_\_\_ 1. Project Summary/Abstract
- \_\_\_ 2. Project Description
- \_\_\_ 3. Professional Resumé
- \_\_\_ 4. Application
- \_\_\_ 5. IRB and/or IACUC approval form, if applicable
- \_\_\_ 6. Endorsement form signed by Academic Unit Head

College of Arts and Letters  
**FACULTY EDUCATIONAL LEAVE PROPOSAL**  
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**PROJECT SUMMARY**

Title of Project: \_\_\_\_\_

\_\_\_\_\_

Location of Project: \_\_\_\_\_

Principal proposer: (Name) \_\_\_\_\_

Department or Unit \_\_\_\_\_

ABSTRACT

College of Arts and Letters  
**FACULTY EDUCATIONAL LEAVE APPLICATION**  
**SUBMITTED IN 2019-2020 ACADEMIC YEAR**

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 or Departmental 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, 2019**



College of Arts and Letters  
**FACULTY EDUCATIONAL LEAVE ENDORSEMENTS  
FOR PROPOSALS SUBMITTED IN 2019-2020 ACADEMIC YEAR**

Applicant's Name \_\_\_\_\_

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

\_\_\_\_\_ I acknowledge that my project requires IRB or IACUC review and approval, and I agree to apply for and gain approval by the time of the grant period, in accordance with JMU policy.

\_\_\_\_\_ My project does NOT require IRB or IACUC review and approval

\_\_\_\_\_  
Applicant's Signature

\*\*\*\*\*  
(To be completed by Academic Unit Head)

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 unit head, 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 and proposal endorsement to the Chair, College Faculty Assistance Committee.

The maximum number of people my department can support on leave is \_\_\_\_\_ for the Fall 2020 semester and \_\_\_\_\_ for the Spring 2021 semester.

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

\_\_\_\_\_  
Signature of Academic Unit Head

\*\*\*\*\*  
(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.

\_\_\_\_\_  
Signature of Chair, College Faculty Assistance Committee

\*\*\*\*\*  
(To be completed by Dean)

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

\_\_\_\_\_  
Signature of Dean