

# Faculty Educational Leave Application Guidelines

**The due date for applications is available on the CISE website.**

## Purpose

The College of Integrated Science and Engineering offers Educational Leaves to provide faculty members with opportunities to expand their teaching abilities and foster intellectual growth through activities, such as independent study, research, graduate/postgraduate study or other related activities. 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. Leave activities should result in enhanced teaching, scholarship, service, or professional skills. The leave recipient should also realize a renewed capacity for personal contributions to the university community as a result of the Educational Leave. The purpose of the educational leave program is to sustain vigor, especially in the university's academic instructional programs, and to ensure that faculty members have the opportunity for professional development.

## Endorsement and Application

The proposal for an Educational Leave must be endorsed by the faculty member's Academic Unit Head (AUH). The letter of endorsement from the AUH needs to include an assessment of the effect of the educational leave proposal on the department.

The following documents will need to be submitted to Laura Butler by the deadline. You will also need to arrange for your Academic Unit Head to submit an endorsement letter to complete your application. Please arrange your submission plans with your AUH to assure that he or she will be able to submit on your behalf before the deadline.

### **APPLICATION CHECKLIST OF REQUIRED ELECTRONIC MATERIALS**

- Project summary (**not to exceed 200 words**)
- Narrative (**not to exceed five double-spaced typed pages or 1,250 words**)
- Current curriculum vita (**not to exceed 5 pages**)
- Endorsement letter from academic unit head

**INCOMPLETE PROPOSALS (or proposals that do not adhere to the checklist above) WILL NOT BE CONSIDERED**

## Faculty Eligibility

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

- The candidate must be a full-time faculty member or academic unit head.
- The candidate must be in *at least the sixth year* of full-time faculty service at James Madison University at the time of application.
- The candidate must not have been a recipient of an educational leave within the past six years.

## 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 for that semester. 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 your Educational Leave plans change, notify your academic unit head and the Dean's Office as soon as possible.

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

## Reports and Acknowledgements

**At the completion of leave activities, a written report summarizing accomplishments of the leave must be submitted to the CISE Dean's Office and also to the relevant academic unit head as part of the FAR (Faculty Activity Report) for the academic year.** 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. **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 works known to other faculty via a lecture, seminar, presentation, workshop 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."

## Criteria/Governing Policies

- Proposals should be written in a clear, coherent, and concise manner and clearly express the concept and organization of the project.
- The proposal should demonstrate a positive effect on the teaching quality and scholarly achievement of the applicant and of the university's academic programs. While awards will not be given for proposals that involve preparing a dissertation for publication, 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 FLAG Committee.

- Additional consideration will be given to proposals that address the mission and goals of James Madison University and strategic initiatives of the College.
- Final choices will be based upon the recommendations of the Faculty Leave, Awards, and Grants (FLAG) 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 university and who have not received an educational leave while employed at JMU.
- Support will not be given to projects already funded by publishers. Applicants may submit proposals that lead to publication of books if explicit educational benefit(s) to the department, college or university are apparent.
- All research projects must abide by all JMU policies, including IRB, animal care, and intellectual property.

## Evaluation Procedures

The College FLAG Committee will review all proposals eligible for consideration for funding and make recommendations to the Dean, who will make the final award decisions. The peer review panel's recommendations to the Dean of CISE are not subject to appeal, but the committee will maintain records of its deliberations and, upon written request of 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 since, presumably, the need for renewal is greatest among those with the longest terms of service. It shall be the function of the FLAG Committee to recommend for approval those whose leave will be of maximum benefit to the College, especially its teaching mission.

## Guidelines for Proposals

### Project Summary

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

### Narrative

**It is important that the proposer not presume extensive knowledge on the part of the reviewers. Since members of the FLAG Committee likely will not have a specialized knowledge of the proposer's field, the proposal should describe the project in non-technical language while including sufficient detail to enable an evaluation.** There is no required format for the narrative; however, it *must* do the following:

- State the objectives of the leave.
- Describe the specific program of study or research, explain the basic ideas, problems, or questions intended to be examined, and illustrate the planned approach or line of thought.

- Incorporate statements about the need for and the contributions of the project to teaching and scholarship in the particular field of study. Include a concise review of the relevant literature or state of affairs.
- Indicate the project's relation to long-range teaching, scholarly and service objectives.
- Specify where the project will be conducted and indicate the likelihood of access to archives, collections, or institutions, if pertinent.
- Describe any special skills needed for the project (e.g., foreign languages, computer literacy, etc.).
- State what future scholarly activities might be expected as a result of the leave.

**The narrative should not exceed five double-spaced typed pages or 1,250 words.**

## **Notification of Leave Award**

The College FLAG Committee will forward proposals recommended for funding under the Educational Leave Program to the Dean's Office. The Dean will review the funds required by each academic unit 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 academic year, the awards will be made. We aim to inform recipients of the Faculty Educational Leave awards within 4 weeks after the deadline.