TRINITY UNIVERSITY FACULTY DEVELOPMENT COMMITTEE
APPLICATION FOR 2020-2021 ACADEMIC LEAVES,
TENURED FACULTY
PROPOSALS DUE 9/20/2019

The President of the University, upon recommendation of the Faculty Development Committee (FDC) and the Vice President for Academic Affairs, will award academic leaves for 2020-2021. Full information on the Academic Leave policy and the Standard Operating Procedures of the FDC is in Chapter Four of the Faculty and Contract Staff Handbook.

ACADEMIC LEAVES
Leaves of absence are among the most important means by which a teacher’s effectiveness can be increased, a scholar’s opportunity for research, reflection, and writing enhanced, and ultimately a university’s academic program strengthened and developed. A sound program of leaves is therefore of vital importance to the academic life of a university, and every faculty member should use available means of professional development, including leaves, to increase professional competence. The major purpose of an academic leave program is to provide an opportunity for continued professional growth and new or renewed intellectual development through study, writing, research, or travel in order to enhance creativity, scholarship, and teaching. Other purposes include public or private service, which ultimately serve the university.

REQUIREMENTS
Academic leaves will be granted either for one semester or for the full academic year. A faculty member on a one-semester leave will receive full salary and fringe benefits. A faculty member on leave for the full academic year will receive one-half salary and adjusted fringe benefits. An academic leave may be granted once in a five-year period. A grantee is required to devote full time during the leave to the approved project. Grantees, on returning from leave, must submit a report of their activities (and expense award expenditures, if any) to the departmental chair and the Faculty Development Committee by September 15, 2021, for a leave in either of the two previous semesters. The report to the FDC should be submitted to David Ribble. The grantee shall agree by signing a contract to return to his/her employment at the University for at least one year after the leave or, failing to do so, agrees to reimburse Trinity University for salary and fringe benefits received during the leave.

ELIGIBILITY
• All tenured members of the faculty with at least four years of full-time service at Trinity University are eligible to apply for academic leave. A faculty member ordinarily must serve the University for an additional four years before being eligible for subsequent leaves.
• A faculty member may apply for a summer stipend and an academic leave during the same academic year (June 1 through May 31), but no more than one award will be recommended for funding. Before making any award recommendation, the faculty member will be consulted as to his or her preference.
• A tenured faculty member may not receive a summer stipend either the summer before or the summer after the year during which he/she is on leave.

SPECIAL PROJECT EXPENSE GRANTS
Applicants may request special project funding—from Academic Affairs and/or their Department—to support their proposed stipend project. Requests should be presented in the form of a one-page memo with itemized resource requests. The project should not be dependent on the availability of a special project expense grant.
PROJECT NARRATIVES
A significant portion of the application is a narrative proposal of no more than 2,000 words submitted as Word Document or PDF. When formatting the document, please double-space the document, use a font no smaller than 10-pt, and maintain one-inch margins all around. Please do not use footnotes. Narratives must include:

a. **The significance of the work and clear statement of the objectives.** (State succinctly the nature and importance of the project, the originality of this approach, and the professional contribution it will make if successful.)

b. **A description of how this project builds upon existing research or creative activity within your discipline and related disciplines.** (Briefly summarize the state of this research and/or summarize how your project relates to, builds upon, or extends extant research).

c. **How you will accomplish your objectives in the allotted time.** (Describe the methods, approaches, or activities you will perform during this leave. Include any longer-range goals, as applicable.)

d. **Qualifications of the applicant.** (Why are you the best person to undertake this project? What qualifications, skills, or experiences prepare you to be successful?)

e. **Anticipated scholarly and/or artistic output.** (For example, journals in which the work might be published, names of publishers who have shown interest in the work, and exhibitions or dramatic/musical productions that could result from the proposed work.)

EVALUATION GUIDELINES
The FDC will evaluate leave applications according to the following criteria:

- The level of support expressed for the proposal by the Department.
- The applicant’s ability to accomplish the stated goals of past leaves (if applicable).
- The significance of the proposed work and clarity of the objectives.
- The applicant’s ability to situate their project within existing research/creative activity.
- Appropriateness and clarity of how the project will be accomplished.
- Qualifications of the applicant.
- Anticipated scholarly and/or artistic output.

TIPS FOR SUBMITTING A SUCCESSFUL LEAVE APPLICATION

- Project narratives that have been revised and developed through an iterative revision process are likely to be more compelling. Applicants are strongly encouraged to seek feedback from departmental colleagues, as well as faculty outside of the department.

- Keep in mind that your proposal will be evaluated by faculty members from across the University. Applicants are advised to use clear language and avoid highly-specific jargon that may not be common across disciplines.

- The members FDC appreciate clear, specific details that convey that value of your work and the specific activities you will undertake. Narratives that rely on generalities or fail to enumerate how the project goals will be accomplished may not be funded.
• It is important that applicants establish reasonable goals and timelines. Even if the project will continue beyond the grant period, applicants are encouraged to indicate any deliverables or significant activities that will be completed during the award period.

• Carefully review the evaluation guidelines in order to submit the most competitive proposal.

**ACADEMIC LEAVE CALENDAR**

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<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>9/6/2019</td>
<td>Applicants submit proposals to Department for review and feedback</td>
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<tr>
<td>9/20/2019</td>
<td>Applicants submit completed online application, project narrative, C.V., and special projects grant request (if applicable):</td>
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<tr>
<td>5:00 p.m.</td>
<td><a href="https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_d68haleQfy2Hdyd">https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_d68haleQfy2Hdyd</a></td>
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<td>Chair submits memo for department which indicates whether the department supports the proposal and also summarizes the critical reviews of the proposal by tenured members of the department:</td>
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<td><a href="https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_4100Fo5yZEwFeYd">https://trinityuniversity.az1.qualtrics.com/jfe/form/SV_4100Fo5yZEwFeYd</a></td>
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<tr>
<td>Mid-December 2019</td>
<td>Applicants notified of the status of their proposal</td>
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<tr>
<td>9/15/2021</td>
<td>Report on activities completed in conjunction with the leave due to Dr. David Ribble, Office of Academic Affairs</td>
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