

FACULTY RESEARCH LEAVE PROGRAM

Table of Contents

- Program Purpose
- Eligibility Criteria
- Applicant's Duration of Leave
- Anticipated Time Commitment
- The Proposal
- Application Timeline
- Submission Limitations
- Evaluation
- Awardee's Accountability
- Appendix A: Transmittal Form
- Appendix B: Departmental Impact Statement
- Appendix C: Final Report
- Program Purpose

The purpose of the Faculty Research Leave Program (FRLP) is to provide alternative leave opportunities to the faculty who can profit from devoting uninterrupted time to research. The goals of the program are to (1) support the University's research mission, (2) develop the faculty member's research agenda and allow him/her to compete more effectively for external funds when appropriate, (3) enhance the faculty member's image and reputation, and (4) sharpen the University's research foci.

The FRLP is designed to augment the University's sabbatical and other leave programs. It assists: (1) established faculty who have robust research programs, (2) junior faculty who are seeking to firmly establish their research programs, and (3) co-investigators who submit joint proposals.

Eligibility Criteria

All full-time tenured, tenure-track, and non-tenure-track faculty members, from both the Frost Campus and the Health Sciences Campus, with active research programs are eligible to apply for a FRL. At least three full calendar years must elapse before a subsequent FRLP award may begin. Proposals will be evaluated in the context of the staffing needs within the applicant's academic unit and must be approved by the chair, where appropriate, and dean; applicants are therefore strongly encouraged to consult with their unit administrators before developing proposals.

Applicants with established research records must present projects whose strength is commensurate with the length of time they have been professionally engaged in their fields of study. Junior faculty applicants must be assistant professors in their first five years of service and must demonstrate that they have active research programs.

It is anticipated that most proposals will be made by individuals. Joint proposals will also be accepted; however, they should demonstrate more substantial outcomes than proposals from single investigators.

Applicant's Duration of Leave

A FRL will normally be awarded for a period not to exceed one academic semester, but it can be combined with an approved sabbatical or other leave program. The award's starting date generally

should coincide with the beginning of an academic semester. Exceptions to both length of leave and starting date will be considered, if well-justified.

The leave period can be extended to include all or any part of the summer if the faculty member is contractually obligated to the University for less than twelve months. Some types of summer support (e.g., travel funds to gather data) may be available in these cases; however, the FRL will not provide a stipend or summer replacement funds. Applicants in these cases are also precluded from teaching summer classes during the leave period.

Anticipated Time Commitment

Successful FRLP applicants are obligated to devote virtually 100 percent of their time to their research projects. Specific stipulations regarding time commitment to the project include the following:

1. The faculty member may not teach at Saint Louis University or any other college or university during the period of the leave.
2. The faculty member will continue to fulfill his/her responsibilities to any graduate advisees, or find an alternative means for directing these students.
3. The faculty member may continue to fulfill his/her service commitments if the service would be significantly disrupted otherwise. Any activities to be continued during the leave period must be disclosed on the application.

The Proposal

Each proposal should be singled-sided, single-spaced, and printed on 8-1/2" x 11" paper. The margins should measure no less than 1 inch in every dimension and the font size should be 10 or greater. The proposal should be assembled in the sections listed below.

Completed Transmittal Form. See Appendix A.

Abstract. A one-page, non-technical abstract containing 300 words or less.

Narrative. Proposals should be no more than eight (8) pages and should be understandable to reviewers who may not be specialists in the applicant's area or discipline. The narrative components should include the following elements:

1. The Research Project
 - a. The problem that will be addressed or the activity that will be undertaken
 - b. A statement regarding the importance of the research activity within the field of study
 - c. The research methodology or project plan
 - d. Specific objectives and anticipated outcomes, both short- and long-term
 - e. Access to facilities and resources necessary for the completion of the project
 - f. Bibliographic references (no page limit)

2. Faculty Member's Profile

- a. How the project relates to the applicant's other research activities and his/her long-term research agenda
- b. A statement regarding the applicant's ability to conduct the proposed project
- c. The applicant's career stage (i.e., junior or established faculty member, as defined above)
- d. An explanation of the benefits associated with released time from teaching, clinical, service, or administrative responsibilities
- e. A listing of current external funding
- f. A current *curriculum vitae* of no more than two pages that emphasizes publications, awards, and grants, and provides other information that is pertinent to the project (not included in the eight-page narrative limitation).

3. Departmental Impact (Please see Appendix B for the appropriate form for this section.)

- a. The departmental staffing plan while the faculty member is on leave
- b. Any University responsibilities that the faculty member will maintain during the leave period

Budget. This program will provide funding for the salary and fringe benefits (if any) of an adjunct for one semester while the awardee is on leave. A maximum of \$2,000 can be requested to support specific research costs associated with the award--e.g., travel or equipment. It is expected that the department will continue to provide support to the faculty member, so requests to support the direct costs of the project should be limited. Copying, telephone, postage, office supplies, standard laboratory supplies, software, database searches, and other like expenses are not eligible for funding.

The elements that should be included in the budget request are as follows:

1. Amount of money requested to augment departmental operations
2. Amount of money requested to facilitate the research project
3. Any internal or external funding that will contribute to the project, including department and/or School/College/Center resources
4. Justifications for funds requested

Application Timeline

1. Faculty must notify their Department Chair or equivalent administrator of their intent to apply **by December 3, 2012.**
2. Full proposals must be submitted to the Chair or equivalent administrator **by December 14, 2013 at 5:00 p.m.**
3. The unit administrator must sign and submit his/her unit's applications to the Dean **by January 18, 2013.** See "Submission Limitations" below for more details.
4. Each Dean should assemble his/her approved proposals, providing:
 - a. rank-ordered recommendations for his/her College/School/Center;
 - b. budget requests for each proposal;
 - c. a short description of the process used to evaluate the proposals; and
 - d. copies of each recommended proposal.
5. Deans must forward the assembled packets to the Office of the Vice President, Academic Affairs in DuBourg 450 **no later than February 15, 2013.**

Submission Limitations

Departments with twelve (12) or fewer full-time faculty members are limited to a total of two proposals per year: one from a faculty member with an established research record, and one from a junior faculty member. Departments with more than twelve (12) full-time faculty are limited to a total of three proposals, one of which must be from a junior faculty member and one of which must be from an established faculty member with a robust record of research.

If two faculty members with established research records submit a joint proposal, the proposal will be counted as one established faculty submission. A joint proposal submitted by two junior faculty members, or one by an established and a junior faculty member, will be counted as a junior faculty submission.

Evaluation

Criteria. Five criteria will guide the selection of proposals: (1) the likelihood that the proposed project will make an important scholarly contribution, (2) the project's relationship to the University's research foci, (3) the applicant's record of research productivity, (4) the likelihood that the project will be completed, and (5) adherence to the application guidelines.

Applications must identify specific, measurable, short-term outcomes during the leave and must also project long-term outcomes beyond the leave period. The purpose of the leave is to accomplish research, scholarship, or creative works—not to develop courses or build a new expertise. However, a hypothesis-driven research project leading to publication that involves teaching methodology could be acceptable.

An application is strengthened by departmental financial support, external funding, and/or external validation. In addition, a FRL may be requested in conjunction with an application to other internal support programs (such as the Beaumont Faculty Development Fund, Summer Research Award Program, or Mellon Grant Program). If additional applications are being made, an explanation of the linkage with the proposed leave should be made in the FRLP proposal.

Process. Academic units may employ a peer-review process to evaluate the proposals that will be submitted. Deans may use a variety of methods to evaluate proposals including peer reviews, discussions with Chairs, and/or external reviews. The Vice President, Academic Affairs, will evaluate and make final decisions concerning each recommended proposal. His evaluation will be based on overall proposal quality, priorities expressed by Deans and Chairs, and the total amount of funding available.

Department Chairs and Deans, whenever possible, should provide unsuccessful applicants with constructive feedback to allow them to be competitive in future submissions.

Awardee's Accountability

Awardees must submit a progress report to the Vice President, Academic Affairs, and Dean within three months of the leave's completion, indicating the outcomes completed during the leave. A form for this report is contained in these guidelines as Appendix C. The awardee is responsible for completing all of the short-term leave objectives specified in the proposal by the end of the leave period. Any requests for extensions to complete short-term leave objectives must be approved by the Vice President, Academic Affairs, before the leave period has expired.

Satisfactory progress on specified goals will be a prerequisite for subsequent awards and other University-based research funds. These include the Beaumont Faculty Development Fund, the Summer Research Award Program, and the Mellon Grant Program.

Awardees should report additional outcomes resulting from the leave to the Vice President, Academic Affairs, if they occur after the progress report has been submitted.

**Appendix A
Transmittal Form
Faculty Research Leave Program**

1. Name/Title: _____

2. Rank: _____

3. Length of Contract: 9 Months 12 Months Other

4. Department: _____

5. Number of Full Time Faculty in Department: _____

6. Campus Address: _____

7. Campus Phone: _____

8. Project Title: _____

9. Proposed Start Date: _____ End Date: _____

10. Type of Application: Individual Joint
(If joint, both faculty must complete a separate copy of this form.)

11. Have you received a Sabbatical or Faculty Research Leave in the Past? Yes No

If Yes, provide dates of leave and a brief listing of outcomes achieved as an addendum to this form.

12. Does this project involve:
Human Subjects Yes No
Use of Animals Yes No
Biohazards Yes No
Isotopes Yes No

If Yes to any of the above, mark status of application for review:
 Approved Pending Review Not submitted

Applicant's Signature _____ Date _____

Unit Administrator's Signature _____ Date _____

Dean's Signature _____ Date _____

Vice President's Signature (if approved) _____ Date _____

Appendix B
Departmental Impact Statement
Provost's Faculty Research Leave Program

These questions must be addressed by the Applicant's Unit Administrator if the submission is to be presented to the Dean for his/her submission to the Vice President, Academic Affairs:

1. Provide a comprehensive assessment of the research proposal, including information on the
 - a. intellectual merit of the proposal
 - b. candidate's capability to handle the project
 - c. relationship of the proposal to the department's strategic plan/vision
2. What are the applicant's teaching, clinical, and administrative responsibilities during the proposed leave period?
3. If this leave is granted, how will the applicant's responsibilities be covered during the period of this leave?
4. What are the salary and fringe-benefit costs of this replacement?

Signatures

This proposal has our endorsement and support. If this leave is granted, the resources received will be used only for the replacement of the applicant during the leave period.

Signature of Unit Administrator: _____ Date: _____

Signature of Dean: _____ Date: _____

Appendix C
Final Report
Faculty Research Leave Program

Name: _____

Department: _____

Dates of Faculty Research Leave: Start: _____ End: _____

Project Title: _____

Date of Final Report: _____

Project Summary: Describe the project carried out during the Research Leave. (500 words or less)

Short-Term Leave Accomplishments: Describe manuscripts submitted, working papers, published articles, conference presentations, extramural proposals submitted, or other significant outcomes supported by the leave. Provide full citations where appropriate.

Long-Term Leave Accomplishments: Include long-term outcomes that are likely to be accomplished after completion of this progress report.