**Scholarly Development Assignment Program**

Fall 2013 Guidelines and Application

For 2014-2015 Leave

**Purpose**

The Scholarly Development Assignment Program is intended for the benefit of Western Carolina University and the individuals who receive such assignments. Such assignments should assist members of the faculty to improve their competence as scholars by providing a period of leave from usual work assignments to pursue concentrated scholarly work. These include opportunities away from campus for faculty members to pursue full-time independent study, including graduate or post graduate study, research, or creative work. These assignments are not granted automatically; rather they depend upon the quality and feasibility of activities proposed for such assignments and upon the availability of financial sources to support such assignments.

**Eligibility**

At the time of application, a faculty member must be full-time with tenure at the rank of assistant professor or above, and have completed six years of full-time service to the University counting from the date of first full-time appointment or from the ending date of any previous off-campus Scholarly Development Assignment. Tenure-track faculty may apply for a Scholarly Development Assignment during their last probationary year.

**Terms of Leave**

1. The terms of the program allow a faculty member to elect to use one full academic year at one-half salary or one semester at full salary for that semester.

2. Faculty choosing the full academic year option must work out specifics of their situation with the Human Resources office (i.e., insurance, retirement, etc.).

3. During the first semester following the assignment, a written report summarizing what has been accomplished during the leave must be submitted to the faculty member’s department head, dean and to the Provost.

4. A recipient of a Scholarly Development Assignment is obligated to return to regular duties at Western Carolina University for the following year or repay the salary received during the period of leave (see promissory note details).

5. The N. C. Teachers’ and State Employees’ Retirement System requires that employees on approved leave of absence for educational purposes return to service as a contributing member for at least three years; otherwise, service credit earned during leave of absence will be cancelled.

6. The Scholarly Development Assignment time will count as time toward promotion and post tenure review.

7. Faculty on Scholarly Development Assignment are eligible for consideration for merit salary increases, promotion, and one-time payments or any other salary adjustments approved by the General Assembly, the Board of Governors, or the institution.

8. A faculty member on Scholarly Development Assignment who accepts a position at another post-secondary institution or any other paid employment that was not included in the proposal or approved through the External Professional Activities for Pay policy (see 300.2.2) will be considered to have abandoned his or her contract and will be terminated.

**Conditions**

The assignment may not be used to accept full-time paid employment during the period of leave. Recipients of these assignments are permitted to receive external grants to defray travel and other coincidental expenses or to receive money for approved study or research activities. The faculty member’s total salary should not exceed the approved annual salary for the period of Scholarly Development Assignment, not including funds awarded to cover living expenses and travel for Scholarly Development Assignment spent away from campus as well as administrative assistance, research, publication, and other expenses related to the approved project.

**Report on Leave Activities**

Following their Scholarly Development Assignment, all successful applicants are required to submit a report describing their research/creative activities. This report should be in letter form and describe the results of the reassignment and what publications, presentations, or creative works resulting from the reassignment have already been completed or are planned for the future. Recipients will submit this report to their department head, dean, and Provost by beginning of the next semester immediately following the reassignment. During the term upon their return, the faculty member will also make a presentation to colleagues through a scheduled session by his/her department or one of the many campus events featuring faculty scholarship (e.g., Coulter Faculty Commons, SoTL presentations, or other colloquia).

**Application Process**

**Submission Procedures**

Applications for these assignments must be submitted on forms available in the Office of the Provost. Applicants should submit proposals directly to their department heads in a timely manner. **Proposals must be submitted to the department head no later than Oct. 9, 2013**. Candidates should have discussed their proposal with their department head prior to this date. **Proposals, if endorsed by the department head, are due to the Dean by Oct. 11, 2013. The Dean shall submit endorsed proposals to the Office of Provost by Oct.21, 2013** for Scholarly Development Assignments during the 2014-2015 academic year. Applications received after the deadline will be returned to candidates. **One scanned electronic signature copy of the proposal (consisting of the Faculty Educational Leave Application—cover sheet,endorsement page and the narrative), must be submitted.** These become the property of the university and will not be returned to the applicant. Applicants within five years of retiring are urged to check the effects of such a leave on retirement benefits with the Human Resources Office before applying. Applicants, for a year’s leave, are likewise urged to discuss such a leave with the Human Resources Office.

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| **Summary of key deadlines** |
| Application due to Department Head | Oct. 9th |
| Application due to Dean (if endorsed by DH) | Oct. 11th |
| Application due to Office of Provost (if endorsed) | Oct. 21nd |
| SDAP Committee recommendations due to Office of the Provost | Nov. 4th |
| Candidates advised on status of their proposals | Nov. 8th |

**Narrative**

The application is the only demonstration that the review committee will have of the substance and potential of the project. As members of the review committee may not have specialized knowledge of the applicant’s field, the proposal must be sufficiently detailed to describe the project in plain, non-technical English. The narrative should not exceed five double-spaced typed pages, no more than 1,250 words (12 point, Times or Times New Roman). Each of the following points should be numbered and addressed:

1. State the objectives of the leave.
2. Describe clearly the specific program of study, research, or creative activity to be undertaken. Explain the basic ideas, problems, or questions intended to be examined, and illustrate the planned approach or line of thought.
3. Incorporate statements about the need for, and the contributions of, the project to scholarship in the particular field of study. Be sure to include how this work will further the mission of Western Carolina University. Include a concise review of the relevant literature or state affairs.
4. Indicate how the project enhances prior research and scholarly endeavors.
5. Specify where the project will be conducted and indicate the likelihood of access to appropriate scholarly materials, e.g., archives. Describe the special skills needed for the project, e.g., foreign languages. State the future scholarly products which can be expected to result from the project, e.g., publications, presentations, or creative works.

6. The candidate shall provide a current curriculum vita including such items as degrees earned and dates of conferral; employment record; list of academic honors, awards, or fellowships received and dates; publications and important academic or professional presentations; other pertinent experiences and current professional activities.

**Scholarly Development Assignment Program Application**

Cover Sheet

Western Carolina University

Scholarly Development Assignment Program

2013 Application for 2014-2015 Leave

1. Name

 Last First Middle

2. Office location and phone

 Building Room # Phone

3. When were you first employed by WCU?

 Month/Year

1. If you have had any leave during your time at WCU, please indicate the dates.

1. What length leave are you requesting?

 One semester (Full Salary) Two semesters (Half Salary)

1. Indicate the semester in which your proposed leave will begin:

 Fall Semester Spring Semester

1. Do you plan full-time commitment to the project?

 Yes No

 If no, please explain on separate sheet.

I certify that I have received, read, and understand the Scholarly Development Assignment Program Guidelines and Application, and the Promissory Note and Repayment Agreement materials. I also certify that the information included in this application is true and correct. I agree that should I receive this assignment, I agree to all the terms and conditions and will return to WesternCarolinaUniversity for the following year.

Applicant’s Signature Date

**ENDORSEMENTS**

Scholarly Development Assignment Program

Application for 2014-2015 Leave

Applicant’s Name

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendations to support or not support the candidate’s proposal are required by the Department Head and the Dean. The candidate may include invitations to other institutions and/or professional societies to provide external validation of intended activity (not reference letters)

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| (To be completed by Department Head) |

Department Heads must attach a letter of explanation that describes their decision to support or not support the application. They also must complete the summary information below.

*While considering whether you approve or disapprove your faculty member’s scholarly development assignment proposal, please keep in mind that the ultimate purpose of these leaves is to sustain vigor in the university’s scholarly programs and to ensure that faculty members have the opportunity for professional development. If you support your faculty member’s proposal, include an explanation of what instructional arrangements are contemplated and any funds required to employ part-time faculty to maintain the departmental program in the applicant’s absence. If you have more than one applicant from your department, please indicate the maximum number of faculty who can be on leave without weakening your instructional programs. If you do not support the application, provide an explanation of your rationale. Regardless of your recommendation the proposal must be forwarded to your Dean.*

I recommend \_\_\_\_\_, do not recommend \_\_\_\_\_, that this application be considered for a Scholarly Development Assignment.

Leave Period: \_\_\_ Fall 2014 \_\_\_ Spring 2015 \_\_\_ 2014-15 Academic Year

Instructional Needs for Leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staffing Needs to Cover Instructional Loss\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Required for Additional Staffing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Head’s Signature

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| To be completed by Dean |

I recommend \_\_\_\_\_, do not recommend \_\_\_\_\_, that this application be considered for a Scholarly Development Assignment.

 Dean’s Signature

* A letter of support or nonsupport by the Dean is optional

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| To be completed by Chair, SDAP Committee |

The Proposal Review Committee recommends \_\_\_\_\_, does not recommend \_\_\_\_\_, that this applicant be approved for a Scholarly Development Assignment.

 Chair, SDAP Committee

**Evaluation Process & Guidelines**

**Procedures**

All proposals will be reviewed by the appropriate department head and dean and then submitted to the Office of the Provost who will review them for eligibility. The Office of the Provost will be responsible for discussing with candidates any proposals which do not meet the standards of eligibility.

As soon after the deadline date as feasible, each committee member will receive a packet of all proposals submitted for that year. Only completed, proposals from eligible candidates will be forwarded. Each member of the committee will review the proposals and make preliminary judgments concerning absolute and relative values of the proposals. The committee chair will assemble the committee for the purpose of evaluating the proposals. The committee will evaluate all proposals based on the criteria below and rank the proposals in order of merit from highest to lowest. When completed, the chair will transmit the committee’s recommendations and supporting documentation to the Provost.

**Criteria for Evaluation**

The review committee will evaluate applications for completeness and conformity to guidelines and for the perceived quality and feasibility of proposed activities. Further, they will give preference to candidates:

• whose applications show a clear relationship between an on-going program of scholarly development and proposed off-campus activities.

• whose off-campus assignment activities promise to produce a peer reviewed exhibition, performance or publishable work.

 The following are specific criteria to be used to evaluate each application:

1. The objectives of the leave are clearly described.

2. The project to be undertaken is well-defined.

3. The significance of the project to the applicant and to Western Carolina University is clear and well-supported with appropriate evidence.

4. The relationship to the applicant’s prior research/scholarly endeavor(s) is apparent.

5. The project location and timeline are clearly stated.

6. Accessibility to appropriate archives or materials is discussed (if applicable).

7. The expected outcome of this project is stated (peer reviewed exhibition, performance or publication).

8. The committee will give preference to applications which show the clearest promise of producing a peer reviewed exhibition, performance or publication. (See attached Evaluation Sheet)

Candidates will be advised of the status of their proposals on or before **Nov.8, 2013.**