

EVALUATION GUIDELINES

Scholarly Development Assignment Program 2007 Application for 2008-09 Leave

Composition of the Review Committee

The committee to review proposals will be made up of four members of the faculty appointed by the Provost to staggered two year terms. The committee should represent all undergraduate colleges and reflect a range of scholarly approaches and methodology. The Provost will select a chair from among the continuing members. The committee will be charged to review all proposals for a particular academic year and advise the Provost concerning the absolute and relative merit of each proposal. The Provost will make the final selection of proposals to be supported.

Procedures

All proposals will be reviewed by the appropriate department head and dean and then submitted to the Provost who will review them for eligibility. 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, within three weeks of the deadline, 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 committee is charged to evaluate all proposals for their quality and feasibility. The committee is to make judgments concerning the benefit of the proposed activity to Western Carolina University and to the applicant. The following criteria will 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 between 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 end-result of this project is stated (publications, presentations, creative works, etc.)
8. The committee will give preference to applications which show a clear relationship between an on-going program of scholarly development and the proposed activities, as well as to

those applications which show the clearest promise of producing publishable work. (See attached Evaluation Sheet)

The committee will give preference to proposals which 1) request a full-year's leave with reduced pay over a request for one semester with full pay, 2) show a clear relationship between an ongoing program of scholarly development and proposed off-campus activities, and 3) show the clearest promise of producing a peer reviewed exhibition, performance or publishable work.

Committee Procedures

The committee will adopt procedures which it deems best for accomplishing the task assigned to it. The committee will complete Scholarly Development Assignment Proposal Evaluation Sheets on each proposal, for the purposes of supporting its recommendations to the Provost, providing information to future committees, and providing a basis for the Provost to discuss with applicants the disposition of proposals. (See attachment)

Provost Actions

The Provost will inform all applicants concerning the disposition of their application by letter. Further, the Provost will meet with any applicant who requests a discussion of the evaluation of his/her application.