

OVERVIEW AND APPLICATION GUIDELINES

Scholarly Development Assignment Program 2007 Application for 2008-09 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 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.

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.

Conditions

1. 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 Center, 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 reviewed and endorsed by both the department head and the dean by **SEPTEMBER 24, 2007** who shall forward applications to the office of the Provost by **OCTOBER 1, 2007** for Scholarly Development Assignments during the 2008-2009 academic year. Applications received after the deadline will be returned to candidates. **Six copies of the proposal (consisting of the Faculty Educational Leave Application—cover sheet and 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.

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 typewritten 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.

Evaluation Process

Criteria

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 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)

Review Procedures

All applications will be reviewed by a committee of faculty, appointed by the Provost.

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.

Candidates will be advised of the status of their proposals on or before **NOVEMBER 1, 2007.**