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| <b>FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE<br/>GUIDELINES FOR PRE-TENURE RESEARCH LEAVE</b> |
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### **INTRODUCTION**

The Faculty Research Committee invites applications from untenured, tenure-track faculty, for Pre-Tenure Research Leaves. The leave will be for one semester of the third or fourth year, at full pay. The award may not be used for work connected to the completion of doctoral studies. The semester will count toward the normal probationary period for tenure. The leave must be completed before the academic year in which the faculty member applies for tenure.

### **PURPOSE**

The pre-tenure research leave affords the untenured faculty member a release from normal teaching and service duties in order to pursue activities that will be beneficial to the faculty member's long term plans for research and scholarly activity, including, but not restricted to, intensive research, writing in one's field or artistic creativity.

### **DEADLINE FOR APPLICATION**

The deadlines are generally around November 1 (for the applicant), November 7 (for the Department Chair's letter of recommendation), and November 15 (for the Dean's letter of recommendation). The official deadline is published each year by the Research Committee. Applications must be submitted on or before the deadline. Late applications will NOT be reviewed.

### **ELIGIBILITY**

1. Pre-Tenure Research Leaves are open to untenured, tenure-track faculty during the third or fourth year of their probationary period.
2. Projects that emphasize scholarly research should have value not only to the individual, but should ensure an advance in knowledge in the field, and should have potential for scholarly publication in an appropriate peer reviewed venue.
3. Projects that emphasize artistic creativity such as painting, sculpture, musical composition or performance, writing of poetry, drama, or fiction, or similar endeavors, should have a direct relation to the person's discipline and be subject to evaluative norms of the profession.

### **PROCEDURE**

Check the *Faculty Handbook* for eligibility.

Consult with department chairperson for planning and evaluation of the proposed project so that the completed application is submitted to the Research Committee by the deadline. Applications for this award must be submitted by the application deadline in the year prior to the requested leave, in order to request a leave.

Applicants must submit their completed proposal in the manner indicated on the general faculty secretary's website.

The Research Committee reviews the application and makes recommendations to the Provost.

### **PROPOSAL**

The proposal should provide the Research Committee with the information necessary for evaluation. It is important that the applicant provide complete and specific information about the project itself, its importance to the applicant's professional life, and its value to the university. The proposal should use language that clearly communicates to a committee of people not in that person's discipline the subject matter, the plan, and the methods involved. The following information in clearly labeled sections and paginated contiguously for the whole document is required:

1. Name, department, rank, and date of application
4. Date of initial appointment
5. Date(s) of prior external and internal research support of the past five years (Append copies of the most recent prior research grant and summer research stipend reports)
6. Period of proposed research leave, and preferred semester
7. Title of project
8. Primary focus of project: research, pedagogical development, or professional development.
9. Short project summary of no more than 250 words
10. Benefit of the project to the university
11. Detailed description of proposed project. The tasks to be performed should be described, and the expected results should be outlined in detail. The importance of the project should be discussed and its relevance to the investigator's long-term research plans explained. Indicate resources necessary for completion, any related work already done, a detailed timeline for completion, expected final product(s), and dissemination plan (e.g., in an appropriate peer reviewed venue).
12. Relevant bibliography
13. Comments
14. For projects involving research with human subjects or animals, Institutional Review Board (IRB) approval or Institutional Animal Care and Use Committee (IACUC) approval is not needed at the time of this proposal but it is expected to be obtained before commencement of the project. Indicate here if IRB or IACUC approval is required. A copy of the IRB or IACUC approval letter should be submitted to the Faculty Research Committee Administrative Liaison, CNS 300.
15. Curriculum Vitae (The curriculum vitae should be no more than five pages and it should reflect applicant's record of teaching, research, and service).

## **REVIEW**

If the applicant has not followed the guidelines approved by the faculty, or does not follow the timetable specified in the *Faculty Handbook*, the application will not be further considered.

If, after first review, the application is deemed to have merit, but is judged by the committee to be deficient in some area, the applicant may be asked to submit additional data for reconsideration.

The proposed project should demonstrate a reasonable expectation of completion or substantial progress, with access to necessary resources.

In the event that there are more qualified applicants than it is possible to allow pre-tenure leaves in any particular year, preference will be given to those applying in their third year for a leave in their fourth year.

Ten semesters of active service at Fairfield University must elapse after completion of a pre-tenure research leave before the faculty member is eligible for their first sabbatical leave.

## REPORTING REQUIREMENT

A final report is due six months following the end of the pre-tenure research leave. This report should discuss your accomplishments and the immediate outcomes and products of your pre-tenure research leave. This should be related back to the original goals and plans in your proposal, explicitly noting any necessary modifications in their implementation. In addition, you should note any intended future outcomes and products that will likely stem from your research leave.

The final report should be sent to Faculty Research Committee Administrative Liaison (CNS 300), and to the Provost, the applicant's Dean, and the applicant's Chair.

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| <p style="text-align: center;"><b>FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE<br/>LETTERS OF RECOMMENDATION GUIDELINES FOR PRE-TENURE RESEARCH LEAVE</b></p> |
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The letter must:

2. Explain to the Faculty Research Committee the significance of the applicant's research and its relevance to the purposes of the department/program area
3. Document the applicant's previous analytical or creative research activity
4. Mention the contributions the applicant is likely to make to the department/program area through scholarly publications and teaching, and
5. Support the applicant's reasonable expectations that the proposed work will be completed as stated in the proposal

The Department Chair's letter must be able to support the applicant's candidacy in language that is comprehensible to the Faculty Research Committee members who come from various disciplines.

AC: 11/13/1995  
AC: 11/03/2003  
AC: 03/06/2006  
AC: 09/11/2006  
AC: 04/30/2007  
AC: 04/08/2013  
AC: 11/30/2020