

# FACULTY RESEARCH LEAVE PROGRAM

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Program Purpose

Eligibility Criteria





4. Each Dean should assemble and submit his/her approved proposals, providing a short description of the process used to evaluate and select the proposals. The proposals are due to the Office of the Provost in DuBourg 441 **no later than March 1.**

### **Evaluation**

Five criteria will guide the selection of proposals: (1) the likelihood that the proposed project will

**Appendix A**  
**Transmittal Form**

**Appendix B**  
**Departmental Impact Statement**  
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*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 Provost:*

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 will be used, in part, to cover the cost of replacing the teaching duties of the applicant during the leave period.

**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.