The Committee invites applications from faculty for research or study leaves in the academic year 2018-2019. Applications are due by 5:00 p.m. on Monday, April 3, 2017 (late submissions will not be accepted). Applicants must submit all relevant materials electronically in a single PDF file to Darlene Berresford (dberresford@wooster.edu). A confirmation email will be sent within one business day. Please contact Darlene right away if you do not receive confirmation of receipt of your proposal.

Please note that proposals should conform to the attached “Outline for Preparing Leave Proposals,” with sections labeled in accordance with the outline.

Article II, Section 12.A. of The Statute of Instruction describes the paid leaves program. The Committee calls your attention to four particular provisions:

1. **Principle.** The purpose of the program of paid leaves is to maintain and improve the quality of education available to students at The College of Wooster by encouraging professional growth and scholarly research of high quality among members of the Faculty. Ideally, the faculty members on leave reside in communities outside Wooster, take advantage of different cultural associations and professional opportunities, and return to teaching at Wooster with fresh perspectives and renewed enthusiasm.

2. **Outside Wooster.** It is expected that leaves will be taken outside Wooster. The Leaves Committee, however, may permit residence in Wooster if the applicant can establish that the objectives of the leave program can be met successfully with Wooster as the base of residence and that the proposal includes a significant component of research (or study) and professional contacts outside Wooster. Professional reasons for exceptions to this must be included in the proposal.

3. **Priorities.** If for any year there are more meritorious applications than there are leaves available, the Committee shall determine which applications shall be recommended. In making the priority in such decisions, no distinction shall be made among professors, associate professors, tenure track assistant professors, and tenure track instructors, or between research leaves and study leaves. If a faculty member has failed to apply for a research or study leave for the period of his or her earliest eligibility and if an application in a subsequent year is meritorious, the Committee may under such circumstances as it determines give priority to such applicant in recommending the award of leave. The award of money from the Dean’s fund for faculty development shall not result in preferential or prejudicial treatment in subsequently granting leave to a recipient of such an award.
4. **Number of Leaves.** The maximum number of leaves recommended by the Committee, counted in academic years, may not exceed ten percent of the total full-time equivalent faculty teaching at Wooster at the beginning of the second semester of the year of application.

The number of semesters of leave available for 2018-2019 will be thirty-three (33).

The *Statute of Instruction* also states: *Eligibility for a leave shall not imply an automatic award, and each application shall be judged acceptable or unacceptable on the inherent merit of the proposal.* Faculty are referred to Article II, Section 12 of *The Statute of Instruction* for complete and detailed information regarding the program of research and study leaves.

The Committee encourages faculty members considering applying for external funding for their leaves to do so wherever possible. Please be aware that the *Statute* indicates that *grants-in-aid and fellowships awarded by educational and scientific foundations are not to be regarded as remuneration for services rendered* (Article II, Section 12.A.6.d), and therefore such funds will not be deducted from a faculty member's salary for the period of leave.

Members of the faculty who have received one or more previous leaves should make special note of Section II.B of the "Outline for Preparing Leave Proposals," which requests the inclusion of your most recent leave report.

The Committee’s evaluation of the proposals will be guided by the following criteria (ranked in approximate order, from most to least important for each type of leave):

**Research Leaves**
- Is there a clear statement of project agenda and activities as well as the scholarly and/or creative significance of the work?
- Are the specific projected outcomes of the project, such as publications or performances, clear?
- Is there evidence of productivity from previous leaves as supported by leave reports, if applicable?
- Is the scope of the project appropriate for the length of leave requested?
- How does the project fit into the applicant’s professional trajectory?
- How much time has elapsed since the applicant’s previous leave?
- Is there a time-critical aspect to the project?
- Has the applicant established contacts outside Wooster who are critical to the completion of the project?

**Study Leaves**
- Are the specific projected outcomes of the project (such as development of a new class, research or teaching technique, or area of expertise) clear?
- Is there evidence of productivity from previous leaves as supported by leave reports, if applicable?
- Is there evidence that the project will enhance the applicant’s teaching?
- How does the project fit into the applicant’s professional trajectory?
- How much time has elapsed since the applicant’s previous leave?
- Is there a time-critical aspect to the project?
If you are eligible and intend to apply, we encourage you to begin working on your proposal as soon as possible. To support this effort, the Committee will hold two identical short workshops on preparing leave proposals, one prior to winter break *(1:00-2:00 p.m. on Tuesday, December 13 in Kauke 305)* and one early in second semester *(4:00-5:00 p.m. on Thursday, February 2 in Kauke 305)*. In addition, several successful leave proposals from prior years are available for your inspection at this site: 

[https://wiki.wooster.edu/display/facultygrants/Sample+Leave+Proposals](https://wiki.wooster.edu/display/facultygrants/Sample+Leave+Proposals).

However, the Committee also recognizes that in recent years there has been a certain “inflation” in the overall length of leave proposals. In the interests of protecting faculty time, we would like to encourage applications which are specific but also concise. Therefore, we strongly suggest that the total length of your proposal (excluding the appendices—your CV and your most recent leave report) be no longer than ten pages.

The Committee encourages those applying for a leave to seek assistance from the Dean of Faculty for Development, if necessary. Questions can be directed to the Chairs of the Committee or the Dean.

The Committee looks forward to receiving your proposals on or before April 3, 2017.

Shirley Huston-Findley, Co-Chair
Drew Pasteur, Co-Chair
Mareike Herrmann
Nick Kardulias
Carolyn Newton, Provost
Peter Mowrey, Dean for Faculty Development