TO: Faculty Colleagues

FROM: Marina Mangubi, Chair
Committee on Research and Study Leaves

SUBJECT: Leave applications for 2020-2021

DATE: November 19, 2018

The Committee invites applications from faculty for research or study leaves in the academic year 2020-2021. Applications are due by 5:00 p.m. on Monday, April 1, 2019 (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. Faculty members on leave are encouraged to engage with communities outside The College of Wooster, take advantage of different cultural associations and professional opportunities, and return to teaching at the College with fresh perspectives and renewed enthusiasm.

2. Location of Leaves. It is expected that the applicant will make a case for the most appropriate leave location based on the goals of the proposed research or study.

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 2020-2021 will be thirty-four (34).

*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 *ordinarily 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 Appendix B of the “Outline for Preparing Leave Proposals,” which requests the inclusion of your most recent leave report.

**Evaluation of Leave Proposals.** 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, performances or exhibitions 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 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?

**Preparing Leave Proposals.** If you are eligible and intend to apply, we encourage you to begin working on your proposal as soon as possible. Please consult the accompanying document “Outline for Preparing Leave Proposals” for guidelines on how to prepare 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.
To support proposal writing, the Committee will hold two identical short workshops on preparing leave proposals, one prior to winter break (2:00-3:00 p.m. on Tuesday, December 11 in Kauke 305) and one early in second semester (4:00-5:00 p.m. on Thursday, February 7 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.

Please note that this wiki also contains (under “Call for Proposals”) three relevant documents: this memo; a set of “Tips for Writing Leave Proposals”; and the critical “Outline for Preparing Leave Proposals,” which details the specific format requirements for the proposal itself. You may find these three documents here:

https://wiki.wooster.edu/display/facultygrants/Call+for+Proposals

The Committee encourages you to contact us with any questions. General questions regarding leaves policies, outline and format of the proposal, or procedure may be directed to the members of the Committee or to the Dean for Faculty Development; in addition, if you would like feedback on drafts of your proposal, please feel free to contact the Dean for Faculty Development (who does not vote on leave proposals and therefore can offer constructive suggestions without conflict of interest).

The Committee looks forward to receiving your proposals on or before April 1, 2019.

Marina Mangubi, Chair  
Dean Fraga  
Matthew Krain  
Sarah Sobeck  
Carolyn Newton, Provost  
Peter Mowrey, Dean for Faculty Development