PROPOSAL GUIDELINES FOR AN
UNTENURED FACULTY LEAVE IN THE 2008-2009 ACADEMIC YEAR

Proposals due Monday, October 29, 2007

PURPOSE

The purpose of the untenured faculty leave program is to provide opportunities for untenured faculty to engage in productive scholarship. The program provides support for one-semester leaves at full salary or full-year leaves at half salary. In special circumstances and in consultation with the appropriate dean, a one year leave at one-half release time at full salary can be granted. The program is non-competitive and all eligible faculty have an opportunity to participate.

ELIGIBILITY

Provisional faculty who will be in their third or fourth year of service in the academic year 2007-2008 are eligible to apply. Award of the leave, however, is contingent upon having received a favorable second-year review. (Faculty for whom reviews are not yet complete should apply at this time if they wish to be considered for a third-year leave.) Faculty returning from an untenured faculty leave must teach at Bucknell a minimum of six semesters before taking a sabbatical leave. Questions regarding eligibility should be addressed to the department chair/program director.

PROCEDURE

Describe the project in a form intelligible to the non-specialist. Limit the body of the proposal to four (4) pages, in 12 pt font and with reasonable margins. Appendices may be attached when appropriate. Eleven copies of the application for an untenured faculty leave are to be submitted to the chair or director of the applicant's department or program (with one copy to be retained by the chair/director for his/her records). A letter of endorsement from the department chair/program director should be attached to each copy of the proposal. Applicants are strongly encouraged to submit the proposal to the chair or program director at least five working days before the deadline so that the s/he may write an informed letter. To be helpful to the Committee, chairs'/directors' letters of support should explain why the proposed project is significant and provide the Committee with a context within which to evaluate the proposal. Chairs/Directors will attach one copy of their letter to each copy of the proposal and forward ten copies of the application to the Office of the Provost no later than the proposal deadline. In a separate letter to the appropriate Dean, the chair/director will submit a preliminary request for any necessary faculty replacements by the first week in November.

Faculty Development Committee members are available to consult with untenured faculty who desire advice when preparing or, when necessary, revising a proposal. The primary criteria for the untenured faculty leave program are:

- the strength of the proposal and its clear connection to the faculty member's professional development;
- the likelihood of the successful completion of the project (e.g., clear plan of study and a project of manageable size);
- special circumstances that make such a leave especially advantageous;
- support from the department chair/program director.

If uncertain as to how the proposed leave meets the purposes of the program, the Committee may request additional information and/or a revision of the proposal. In such cases, an untenured leave will not be granted until the proposal has been revised to the Committee's satisfaction.
The Committee forwards its final recommendations to the Provost, the President, and the Board of Trustees, for their disposition. The award of untenured faculty leaves will be announced not later than December 30.

APPLICATION GUIDELINES

Each application must include the four components described below:

1. A copy of the attached cover sheet;

2. A current 2-4 page curriculum vitae;

3. A proposal (up to 4 pages) containing the following information:
   a. Description: Describe the project in a form intelligible to the non-specialist. In no case should a proposal consist of simply a cover letter attached to a proposal to an outside agency.
   b. Rationale: Provide a rationale for the project and describe its significance in the context of the discipline or interdisciplinary area. Include a statement of the value of the proposed work to the applicant's professional development, placing the project in the context of the applicant's past and future scholarship.
   c. Work plan and outcomes: Outline a work plan or procedure, a likely timetable, and expected outcomes.
   d. Budget: The Provost's Office will supply successful candidates with a $1,000 stipend for professional expenses associated with the leave. In many instances this stipend will supplant Dean's Travel Budget funding; faculty can nevertheless petition for DTB funding with an explanation attached as to how the stipend is being otherwise used.

Please review your proposal carefully prior to submission. Applications which do not meet the above guidelines for eligibility, procedure and format will not be considered.

If you have questions, consult the Chair of the Committee on Faculty Development or the Associate Dean of Faculty in the appropriate college.
Committee on Faculty Development  
UNTENURED FACULTY LEAVE APPLICATION  

COVER SHEET

Name________________________________________ Department___________________________________________

Telephone__________________ Year of first Bucknell appointment_______________________

Is your application for full year, fall semester, or spring semester? (Please specify)________________________

Give title or a short description of your project:

Please list all previous external individual research grants or fellowships awarded or funded.

Have you applied or are you applying for outside funding for the current project?

If so, please give details:

_________________________________________________   _____________________________________

(Signature)                                          Date of this application

Please submit eleven copies of this cover sheet and your proposal to your department chair or program director for forwarding of ten copies to the Office of the Provost.