Tenured Faculty Enhancement Leave Program Guidelines

This competitive award program, funded by the President and Provost, is intended to provide funding to assist tenured faculty in devoting an entire semester to foster their professional development through research, creative activity, instructional improvement, or retraining.

The Tenured Faculty Enhancement Leave Program provides the faculty member with his/her full salary and fringes for one semester (either fall or spring) in the next academic year. The faculty member’s department will receive up to $20,000 to fund faculty instructional replacement costs. During the Leave, the recipient must devote the entire semester to the Leave and not teach any courses or participate in other KSU-related activities.

**Eligibility**
- Applicants must be tenured at the time of their application
- Applicants must be in at least their 7th year of full-time employment at KSU and have completed at least 6 consecutive years as a full-time faculty member at KSU at the time of the application.
- Faculty are eligible to apply for a subsequent Leave in the 6th year after the completion of a previous Leave.

**General Criteria**
- Proposals must focus on scholarship and/or faculty development projects that will enhance a faculty member’s teaching, research and/or creative activity, or professional service. Appropriate activities might include: concentrated research and/or creative activity on a special project, either locally or through travel to another institution or location; working in an applied setting related to their professional training; or working in a substantial leadership position, that enhance the faculty member’s skills and profile and that of the university, in a professional organization.
- Recipients must agree to return to KSU for a minimum of twelve months after the semester in which they take a Leave.

**Faculty Enhancement Leave Uses and Limitations**
- Leaves are available for either fall or spring semester. They are not available during the summer because faculty are not under contract, though the summer may be used to extend the Leave experience in the narrative of the Leave proposal.
- Accepting the Leave means that a faculty member will take a full leave from all KSU responsibilities during the entire semester, except for activities consistent with these guidelines. The intent of this program is to enable faculty to focus on the Proposal described in their application. Accordingly, recipients will normally work exclusively on their Proposal, and not engage in other teaching, service or research during the Leave. However, work outside the Proposal may be appropriate if it does not interfere with the Proposal and there are compelling reasons to allow this additional work. For example, a recipient may be an investigator on a research study, and it would be disruptive to the research for them to withdraw for a semester. In that case, the recipient may be allowed to continue as an investigator so long as they can responsibly carry out that role and complete their Proposal. As another example, a recipient may be advising a graduate student on their research or studies which are closely aligned with the recipient’s expertise, such that it might be disruptive to the student’s progress if they were no longer advised by the recipient. In that case, so long as continuing as the advisor would not interfere with the Proposal, then the faculty member may be allowed to continue in that role during the Leave. In cases where work outside the Proposal is contemplated during the Leave, recipients and their chair or dean should consult with CETL on whether that will be consistent with these Guidelines. If necessary, the Provost may make a final ruling on whether the additional work is appropriate.
- During the Leave, faculty members should continue to follow KSU and Board of Regents policies on outside activities and conflicts of interest.
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- **Recipients** will receive their regular salary and benefits during the Leave period.
- Leaves cannot be used to accept a temporary teaching appointment at another university unless that appointment contributes directly to a project designed to expand the faculty member’s skills (e.g., temporary appointment at a foreign university, Fulbright). Such teaching appointments must be disclosed in your application.

**Funded Faculty Enhancement Leave Requirements**

The recipient is expected to:

- take a full leave from all KSU responsibilities in the semester in which their Leave takes place, except for activities consistent with these guidelines;
- submit a comprehensive final report that addresses the outcomes/products of the Leave with respect to enhanced teaching, research and/or creative activity, and/or professional service to the CETL Executive Director no later than December 31st of the academic year after the completion of the Leave;
- disseminate findings through refereed publications, presentations, workshops, and/or submission of a grant proposal. All publications and presentations must acknowledge the assistance of Kennesaw State University.

**Proposal Review**

The KSU Faculty Development and Awards Committee (FDAC) reviews applications and awards on a competitive basis. The following criteria guide the evaluation of proposals:

- The extent to which the proposed Leave articulates specific measurable professional development outcomes/products related to teaching, research and/or creative activity, and/or professional service.
- The extent to which the proposal clearly demonstrates how the Leave will ultimately contribute to departmental, college, and university mission and goals.
- The extent to which the proposal includes an explicit action plan and timeline that delineates a realistic and achievable schedule of short-term goals during the leave as well as long-term activities and impact.
- The extent to which the applicant has an established record of excellence in teaching, research and/or creative activity, and/or professional service. These criteria will be measured against the number of years of academic training and work experience presented in the applicant’s CV.
- The extent to which there are departmental and college support and resources to sustain resulting initiatives of the applicant after the Leave.

**Proposal Questions and Assistance**

Because this is a highly competitive program, we strongly suggest attending one of the CETL Workshops on preparing a Leave application. If you have any questions concerning the application process or the suitability of your proposal, contact Michele DiPietro, CETL Executive Director (mdipietr@kennesaw.edu). Applicants are also strongly encouraged to contact the KSU Office of Sponsored Programs for assistance in reviewing and developing their Leave proposal.

**Notification of Applicants**

Notification of funding decisions are sent to applicants approximately 4 weeks after the submission deadline. Upon notification of receiving the award, recipients must complete and submit a “Letter of Understanding” and complete the formal Leave request paperwork to the CETL Executive Director, who then forwards it to the Provost’s Office.

**ELECTRONIC SUBMISSION PROCESS:**

**Proposal Submission Guidelines**

A single electronic copy (PDF only) including the entire proposal and all supporting documentation described below must be submitted through the FDAC Application Portal. It will be the responsibility of
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The individual submitting the proposal to ascertain that the proposal materials are complete when submitted (all documents requested are included; no materials missing). The Faculty Development and Awards Committee (FDAC) will not consider late or incomplete applications.

Submission Instructions:
1. Go to the following link: http://cetl.kennesaw.edu/faculty-funding/tenured-faculty-enhancement-leave-program
2. Simply enter your NetID and Password and the application will become visible.
3. Complete the requested information. This information is to be completed by the person submitting the application.
4. Using “Choose File,” select the file to be uploaded and then click ”Upload”
   Remember that the entire application must be submitted as a single PDF file that includes all of the content below in the order that it is listed. Please name the single PDF file as follows for easy tracking: “your last name-your first name” Leave app.
5. Click “Submit” and you are done.
6. You will receive an e-mail confirmation of receipt within 24 hours. If you do not receive the confirmation e-mail, you should immediately follow up in case there was an “electronic glitch.” It is the applicant’s responsibility to ensure that the proposal was received by the deadline.

Proposal Format
In order to facilitate and expedite the review of proposals, proposals must be submitted in the following format (i.e., order of content) and explicitly address all specified proposal elements listed below.

Proposals that are not consistent with the following formatting instructions or missing required content (e.g., cover sheet signatures, budget statement of understanding signatures) are not considered.

NOTE: The proposal must be paginated.

I. Cover Sheet and Abstract (no more than 100 words) with both required signatures. Available on the CETL webpage as “Enhancement Leave Application.pdf” under Application documents.

II. Narrative (No more than 5 (five) double-spaced pages, 12 point font in Times New Roman or LaTeX, 1 inch margins. NOTE: reference/citation pages do not count as part of the 5 page limit.) – Describe in detail your proposed Leave using the following framework and specifically addressing all of the items listed. The reviewing panel is populated with layperson scholars and does not represent experts in your field of scholarship. Therefore, it is important to write the narrative in clear, direct language. Make it "reader friendly" by eliminating jargon and clichés and avoiding acronyms whenever possible.

a. Project Description (recommend 4 pages)
Provide a clear and documented overview of the rationale, purpose, and outcomes of the proposed Leave project
Your overview must include:
• a clear description of the project itself, including rationale and methodology;
• how the project relates to professional development that enhances your teaching, research and/or creative activity, and/or professional service;
• measurable outcomes/products for your professional development that are a direct result of the project (expected short-term outcomes, i.e., what will be “produced” at the end of the Leave, and long-term outcomes/products related to enhancing your teaching, research and/or creative activity, and/or professional service);
• how the project relates to your contribution to department, college or university strategic
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goals?

a description of any other funds or resources that you will have available during the
Leave (e.g., compensation for employment during the Leave). Also, address whether you
are collaborating or working with others and what you expect to gain from the
collaboration?

b. Sustainability (recommend 0.5 page)
If your Leave-related activities will continue after your return, provide an action plan and
timeline for realistic long-term goals and activities. Identify departmental and/or college
support and resources where applicable.

c. Dissemination (recommend 0.5 page)
Provide a plan for disseminating the results of your project through presentations, exhibitions,
and/or publications.

III. Provide a one page timeline that delineates a realistic and achievable project schedule that
indicates how will you accomplish the desired outcomes/products and the specific
activities planned during the Leave?

IV. Current Condensed Curriculum Vitae (maximum of 5 pages including highlighting 5 of the
most relevant publications to the Leave proposal.)

V. Letters of Support:
 a. A letter from the Department Chair specifically addressing:
   • impact of the Leave on the faculty member’s professional development, specifically
     with respect to teaching, research and/or creative activity, and/or professional
     service;
   • applicant’s ability to successfully complete the Leave’s goals and outcomes;
   • department or college support and resources are available after the Leave to sustain
     the faculty member’s activities and initiatives that were started during the Leave; and
   • impact of the Leave for achieving department/college/university goals.

 b. No more than two additional letters of support from those familiar with the Leave’s
    proposed activities. If the applicant is planning to work as a research associate at a
    colleague’s lab, at a professional organization, or in an applied setting, provide at least
    one support letter from someone at that setting.

VI. Previous Kennesaw State University Funding Awards (no more than 1 page)
A list of all Kennesaw State University internal funding awards received in the last 4
academic years and this submission (e.g., Incentive Funding Award for Scholarship, CETL
funding awards, College awards). You must include this page even if previous funding
awards are listed on the CV.

VII. Replacement Budget Funding Statement of Understanding
A statement of understanding and proposed use of replacement budget funding signed by the
department chair and dean (see attached form)