Research Leave and Faculty Development Leave Program
For leave during the 2019-2020 Academic Year or 2020 Calendar Year
MU College of Arts and Science

PURPOSE
Research Leave

Research Leave funding provides for teaching or clinical replacement so that recipients can dedicate one or two semesters to original research, scholarly, and/or creative activities that will result in publications, exhibitions, and other scholarly or creative accomplishments. During the period of Research Leave, faculty should dedicate their time to research projects completely unencumbered by teaching, clinical, and/or administrative responsibilities. Research Leave may be taken for a period of up to 12 months.

Funding for travel, research assistants, equipment, and/or supplies cannot be requested as part of a Research Leave application. However, applicants can apply for an MU Research Council grant to correspond with Research Leave. Information and deadlines are available at: https://research.missouri.edu/internal/researchcouncil.php.

Research Leave funding is not awarded for the preparation of textbooks, preparation of a course or portion of a course, or projects of an explicitly commercial nature.

Faculty Development Leave

"Faculty development" in its broadest sense refers to the totality of programs, procedures and processes within an academic institution promoting improved faculty performance. The general objectives of faculty development are:

- To provide individual faculty members appropriate incentives to become more effective in teaching, research, and service activities.
- To provide faculty with necessary support facilities and resources for personal and professional renewal.
- To provide flexibility within the institutional environment in response to changing faculty career aspirations and interests as well as shifting institutional priorities.
- One or two semester leave of absence

A leave of absence granted for professional development and/or career renewal represents one of several ways to achieve these objectives. The purpose of the Faculty Development Leave may include any of the following:

- To increase instructional development and/or enhance career renewal
- To broaden interest in a disciplinary field
- To acquire a new specialty
- To promote activities that increase instructional effectiveness

More specifically, Faculty Development Leave serves to:

Afford relatively inexperienced faculty the opportunity to:
• Broaden or achieve greater depth in a defined field of study
• Acquire or enhance specialized research skills
• Improve instructional competence
• Achieve competence in a new area of scholarly or administrative performance

Afford experienced faculty an opportunity to:
• Regain or improve knowledge of an academic specialty
• Achieve competence in a new field of study
• Upgrade instructional performance

Allow faculty who, for whatever reason have been ineffective and/or non-productive, to restore effectiveness by participating in:
• A program of advanced study
• An internship
• A planned sequence of related workshops, conferences, short courses and symposia

Faculty Development Leave is not intended to provide an individual an opportunity to:
• Conduct research
• Write or deliver papers
• Author articles or books
• Accomplish scholarly and creative work

ELIGIBILITY
Tenured, tenure-track and full-time, ranked non-tenure track faculty are eligible to apply for a Research Leave or Development Leave. Although Research Leave is not typically granted to faculty who have not received tenure prior to the requested start of leave, leave may be essential in some circumstances to accomplish the proposed research (for example, fieldwork for an extended duration or at restricted times of the year). Similarly, Research Leave is typically not granted to ranked, non-tenure track faculty; however, special circumstances will be considered when the appropriate chair/director can demonstrate that the applicant has a relationship to the University that is likely to continue long enough to justify the investment. Faculty with such considerations should consult Associate Dean for Research Chris Pires to evaluate the appropriateness of an application.

CONDITIONS
Funding for leaves is granted on a competitive basis, subject to availability and only upon prior review and recommendation by the A&S Grants Committee.

A leave may be taken for one or more semesters or for other periods not to exceed 12 months. No more than two Research Leaves or Faculty Development Leaves (or a combination thereof), each of a semester duration or more, may be granted within a seven-year period. A recipient of a leave is obligated to return to full-time service for one year upon completion of the leave. Failure to do so requires repayment of salary and benefits provided throughout the duration of the leave.
In addition to the requirement for post-leave continuing employment, a recipient is required to submit a written report of activities and accomplishments during the leave. Within two months of completing the leave, the recipient must submit the report to the dean, associate dean for research, and department chair. Failure to submit a report negates eligibility for future funding.

An application must be accompanied by an approval letter from the applicant's departmental chair. In the case of joint appointees, approvals from both chairs are necessary.

If the leave is to be spent away from MU, at laboratories or other agencies relevant to the proposal, letters of arrangement must accompany the application. Travel may constitute a legitimate part of the project or activities to be undertaken during a Research Leave or Faculty Development Leave, but only if such travel is demonstrably necessary for achieving the purpose for which the leave is granted.

DEADLINE
Leave applications are due by October 29, 2018, at 5pmCT, including the letter of endorsement from the department chair and any optional attachments. The approximate notification date is December 14, 2018. On-time submission and adherence to the application guidelines ensures fairness for all applicants; therefore, applications that are submitted after the deadline, are incomplete, or do not meet the format requirements described below will be returned without review. In such cases, applicants will be invited to submit for the next deadline.

APPLICATION PROCEDURES
Every application must include the following information in the given order. Please use an outline format with the organizational headings shown. Include all information that is requested.

Please keep in mind that the A&S Grants Committee includes faculty from across the College, and all are called upon to review the merits of each proposal, regardless of discipline. It is to the applicant’s benefit to write the proposal without excessive jargon and in a style that is clear to scholars who are not experts in the specific area of the proposed leave. If complex methodology, equations, statistical analysis, or artwork must be discussed, please include an appendix limited to two single-spaced pages. Please also include English translations for any portion (including publications) written in another language.

Cover Page
Provide the following information:

- Applicant name
- Department(s)
- University contact information
- Academic appointment
- Period (start and end dates) for which leave is requested
- Short title of proposed leave activities
**Leave Abstract**
Provide a brief paragraph (200-word limit) that concisely captures the project’s concepts and associated activities.

**Leave Location**
If leave is to be spent away from MU, indicate and justify the location of the project in one paragraph (200-word limit). Explain why the location is particularly appropriate for your project. Include copies of brochures and/or arrangement letters with the application.

**Leave Purpose/Justification**
Provide a brief description of the goals and objectives of the project (300-word limit). Indicate the justification(s) for the project, including how it will result in specific products or promote improved faculty performance, the importance of leave timing, and impact and benefit to the applicant’s career and to MU.

**Leave Outcomes**
List specific, measurable outcomes expected from the project.

**Leave Description**
Provide a description not to exceed three single-spaced pages, excluding citations. As applicable, include relevant background literature, significance and impact of project, methods and procedures, and project timetable.

**Professional Accomplishments**
Provide the following information:

- Applicant name
- Educational record (degrees/dates)
- Employment record (past three positions and dates)
- Honors/awards (list three most significant and dates)
- Internal support (past seven years)
  Include MU Research Council, UM Research Board, Research Leave, Faculty Development Leave, Faculty Development Project Award, Faculty International Travel, Arts and Humanities Domestic Travel, etc. List specific outcomes and products (e.g., articles, books, exhibitions, performances) resulting from previous support.
- External support (current and pending)
  Provide source of support, project title, dates of entire project period, award amount, and extent of overlap with the proposed project.
- Research/creative activity (list past three years and numerical career summary)
- Teaching history (courses past three years; designate new [*] and significantly revised [**] courses
**Required Attachment**

- For all applications, an endorsement letter from the applicant’s department chair or, in the case of joint appointees, from both department chairs
- For leaves to be spent away from MU, copies of arrangement letters
- For resubmissions only, a statement (1,000-word limit) that specifically addresses prior reviewer comments, i.e., how the revised proposal reflects your consideration of those comments. The applicant should not only include a response statement; they should also edit the Leave Description accordingly.

**Optional Attachments**

- Letters of support
- Description of complex methodology, equations, statistical analysis, or artwork, not to exceed two single-spaced pages
- For book projects, letters of commitment or interest from prospective publishers or documentation of a publication contract

Applications, complete according to the above guidelines, must be submitted as a single PDF document to umcasdeansofc@missouri.edu.

Additionally, two documents from the applicant’s department chair—a letter of endorsement and a written plan showing how assignments of the applicant will be covered—must be submitted as separate PDF documents to umcasdeansofc@missouri.edu (see next section). Applications that are not accompanied by the department chair’s letter of endorsement and written plan by the deadline will not be submitted to the committee for review.

**APPLICATION/EVALUATION PROCESS**

The faculty member wishing to apply for a Research Leave or Faculty Development Leave must discuss the proposed leave with their department chair and submit the necessary application materials to the chair for review and approval. Faculty members are encouraged to plan early so that the department chair knows of all planned leaves well in advance.

The department chair should:

- Assess the importance of the leave request, not only to the faculty member but also to the department
- Assess the prospects for success of the leave
- Make accommodations for instruction and research (if necessary) in the member's absence
- Work out with the faculty member, for purposes of future salary adjustments, a method of evaluating accomplishments during the leave

The department chair is expected to work with faculty members to decide under what conditions and when a leave can be taken. Upon approving the faculty member's proposed leave, the department chair must provide a letter of endorsement for the proposal indicating
that the appropriate arrangements for faculty salary will be made. The application packet can then be submitted by the faculty member requesting the leave.

The department chair should submit to the A&S Dean’s Office a written plan showing how, if the leave is granted, assignments will be covered and the cost of covering those assignments. This written plan is for the use of the dean and will not be passed along to the A&S Grants Committee for review.

All leave applications are screened by the A&S Dean’s Office to insure that each contains all required information and endorsements. Only completed proposals are forwarded to the A&S Grants Committee for review and evaluation. The committee makes recommendations of approval for funding based on merit. In the review process, the committee seeks to identify and support the most worthy applications, regardless of discipline.

The dean or dean designee evaluates the recommended applications together with the plans and recommendations from the department chairs and then notifies each department chair of the amount of teaching or clinical replacement funds that will be allocated to the department to cover the recommended applications for leave; the leave program does not provide the applicant with salary. The dean or dean designee and the department chair decide whether the applicant can take a leave or not and if the department will pay the applicant their salary while on leave.

Refer to the University’s Collected Rules and Regulations for Faculty Professional Leave: https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch340/340.070_faculty_leave.

**Evaluation Checklist**

Applications will be evaluated according to the following criteria:

**All Applications**

Application Procedures
- Did the applicant follow the correct application procedures in preparing the proposal?
- Has all of the requested information been included in the proposal packet, including a signed letter(s) of endorsement?

Potential Institutional Benefit
- Does the proposal indicate promise of potential benefit to students, colleagues, and/or the university?
Research Leave

Goals and Products
- Is the overall goal of the project well-conceived?
- Are the specific outcomes and products clearly stated?

Intrinsic Merit (significance, originality, and creativity)
- If the project is successful, will it result in an important, original contribution?

Design and Procedures
- Is the design appropriate to achieve the stated goals?
- Are the methods and procedures clearly stated?
- Is the approach sound and innovative?

Feasibility
- Is the approach likely to succeed?
- Can the project be completed in the time allowed?
- Are the necessary support resources available?

Location
- Is the location well-suited for the proposed project?
- Are there special resources available at the proposed location(s) that are important for the proposed project?
- Have arrangements been made with the appropriate facilities to accommodate research activities at a location outside of the university?

Qualifications
- Does the applicant have the training and demonstrated expertise in the area of the proposed project?

Productivity
- Has the applicant demonstrated productivity in publications, presentations, and creative works?
- What products have resulted from past Research Council, Research Leave, Development Leave, and/or other support?

Need for the Resources
- What resources are available to the applicant?
- What resources are available to support work in the field?
- What special circumstances exist (e.g., new scholar, new project, interruption of external funding)?
- What opportunities exist for leveraging the funds to enhance, extend, or expand the proposed project and attract future external funding?
Faculty Development Leave

Goals
- Are goals clear, logical and specific?
- Are goals appropriate to the Faculty Development Leave?
- Are goals realistic?

Potential for Professional Development/Renewal
- Does the proposal specify new skill development?
- Does the proposal hold promise of enhancing, revitalizing the applicant's professional development?
- Preference will be given to proposals indicating specific and unique development beyond normal faculty responsibilities.

Outcomes
- Can outcomes be measured?
- Do outcomes justify the leave?
- Do outcomes promote development/renewal?

Feasibility
- Does the applicant's background indicate the likelihood of successfully accomplishing the proposal objectives?
- Proposal must involve more than self-study, which is expected of all faculty.

Location
- Is the location well-suited for the proposed project?
- Are there special resources available at the proposed location(s) that are important for the proposed project?
- Have arrangements been made with the appropriate facilities to accommodate development activities at a location outside of the university?

Research Compliance
All research must be conducted in compliance with Federal and University regulations. Compliance approvals are not required at the time of application submission; however, approval of leave and release of funds will not occur until notice of compliance approval is received in the Office of Research and the A&S Dean’s Office. A compliance approval letter(s) or e-mail(s) must be submitted to internalfunding@missouri.edu and umcasdeansofc@missouri.edu. Application forms can be found on the Office of Research website: http://research.missouri.edu/compliance.

Questions concerning this program may be addressed by email to the A&S Dean’s Office at umcasdeansofc@missouri.edu.