

**College of Arts and Letters**  
**Guidelines for Faculty Educational Leave Applications**  
**2023-24 Academic Year**

PURPOSE

The College of Arts and Letters at James Madison University offers Educational Leaves to provide faculty members with opportunities to engage in intensive professional development activities that result in enhanced research, teaching, and/or artistic skills and contribute to a renewed capacity for contributions to the College and University community. The purpose of these leaves is to provide space for intensive study and research that enhances the ability of CAL faculty to be excellent scholars and teachers.

ELIGIBILITY

To be eligible to apply for an Educational Leave, faculty members must meet the following qualifications:

1. Applicants must be full-time faculty members or Academic Unit Heads in the College of Arts and Letters.
2. Applicants must occupy a renewable term appointment (RTA), a tenure-track position, or have tenure at the time of application.
3. Individuals applying for the first time must be in **at least** their third year of full-time service at James Madison University.
4. Past recipients of an educational leave (either from the college or their department) must complete five full academic years of teaching before becoming eligible for another leave. Those who last received a leave in 2018-2019 or before are eligible to apply for a leave in the 2023-2024 application cycle.
5. Applicants may **not** be serving as a member of the CAL Research, Awards, and Development Committee.
6. Applicants must have the endorsement of their Academic Unit Head (AUH).

APPLICATION PROCEDURES

Applications for Educational Leaves must be submitted on the attached forms, directly to the faculty member's AUH. The proposal must be reviewed and endorsed by the AUH, who should send a pdf e-mail attachment of all materials to Laura Wisman ([wismanlb@jmu.edu](mailto:wismanlb@jmu.edu)) by **Friday, September 1, 2023. Only applications received by this date will be accepted for consideration by the CAL Research, Awards, and Development Committee.**

TERMS OF LEAVE

The terms of the Educational Leave enable a faculty member to elect to use one full academic year at one half salary or one semester (fall or spring) at full salary. With either option, the University contributes its full share of all established fringe benefits. If the one semester option is taken, the remaining semester of that year may not be applied to the accumulation of the five years of service required for Educational Leave eligibility. A faculty member who elects the option of one full academic year should also indicate whether a single semester is a reasonable alternative. The Research, Awards, and Development Committee has the option to fund a leave for only one semester if it determines that the quality of proposals being considered warrants a more equitable distribution of funding.

An applicant is expected to follow through with an Educational Leave once the application is approved and the leave is awarded. If Educational Leave plans change, notify the chair of the Research, Awards, and Development Committee immediately. Because the selection process is highly competitive and based on comparison of your proposal to those of your peers, any changes you make can affect your status as well as that of another applicant (i.e., render a proposal more or

less competitive than the original). Therefore, it is imperative that any changes are approved before the final selection process is initiated.

By accepting an Educational Leave, the recipient agrees in good faith to return to full-time service at the University for at least one academic year after the leave is completed.

Educational Leave may be withheld whenever it is felt that the absence of the candidate for leave would be seriously detrimental to the interest of the University.

### REPORTS AND ACKNOWLEDGMENTS

At the completion of leave activities, a written report summarizing project accomplishments must be submitted to the Associate Dean for Research, Scholarship, and Creative Activities and academic unit head. The due dates for these reports are **Friday, March 7, 2025**, for fall recipients and **Friday, July 11, 2025**, for spring and academic year recipients. Leave recipients will be expected to provide, in reasonable detail, a summary of their activities during the leave period and discuss how the experience contributed to their scholarship, teaching effectiveness, and professional development. **For projects requiring IRB or IACUC approval, grant recipients must include with the report a copy of the appropriate approval form.** Failure to file this report may impede the award of a future Educational Leave. This written report will constitute a major portion of the faculty member's evaluation for that academic year. When faculty members return from Educational Leave, the Dean and Academic Unit Head may invite them to share their scholarship via a lecture, seminar, presentation, workshop, artistic performance, artistic exhibition, or participation in a colloquium. Any publication or exhibition resulting from activity assisted by the leave shall indicate: "This work was supported by the James Madison University Program of Grants for Faculty Educational Leaves."

### PROPOSAL FORMAT

**The CAL Research, Awards, and Development Committee will not consider proposals that do not conform to these formatting guidelines.**

#### Project Summary

A proposal is to be directed toward independent study, research, and/or creative work that will enhance the applicant's scholarship, teaching abilities, and/or foster professional growth and development. Include a short and descriptive project title and a one-paragraph abstract using the cover sheet provided.

#### Project Description

This description is the only demonstration that the committee will have of the substance and potential of the project. The applicant should not presume that members of the review committee have extensive or specialized knowledge of the applicant's field. The proposal must therefore be sufficiently detailed to describe the project in nontechnical language. The following points **must be** addressed:

1. State the objectives of the leave.
2. **Explain the significance of the project to your field of study and to your own scholarly development.** Clearly describe the specific program of study, research, or creative work and explain the basic ideas, problems, or questions intended to be examined. Explain the planned approach.
3. **Incorporate statements about the need for and the contributions of the project to teaching, scholarship, and/or creative work in the field of study. Include a concise review of the relevant literature.** (Attach bibliography of no more than

- two pages, if applicable.)
4. Specify where the project will be conducted and indicate the likelihood of accessing archives, collections, individuals, or institutions, if relevant.
  5. Describe any specific skills needed for the project and your competence in the area of the project.
  6. Indicate the project's relation to long-term scholarly, creative, or teaching objectives.
  7. If applying for both an Educational Leave and a Summer Grant, please prioritize the proposals.

If you have previously received an Educational Leave from James Madison University, please include as an appendix a copy of the written report of project accomplishments that you submitted upon completion of your leave activities and briefly describe the significant ways in which your scholarship, creative work and/or teaching have been affected. Include a copy of the appropriate IRB or IACUC approval form, if applicable.

### Length

The project description may not exceed five double-spaced typed or word-processed pages and may not exceed 1,250 words; please include the word count at the end of the proposal. Bibliography is not included in the page count.

### Curriculum Vitae

Applicants should attach a current *curriculum vitae* that conforms to the conventions of their discipline or the CAL guidelines. Be sure to list dates of conferral for degrees earned and dates for academic honors, awards, or fellowships received. Professional credentials will be considered when reviewing proposals and when determining the applicant's potential for successful leave activities.

### CRITERIA/GOVERNING POLICIES

The Research, Awards, and Development Committee will make recommendations based on the following criteria and governing policies:

1. The proposal must demonstrate a positive effect on the scholarly achievement and/or teaching quality of the applicant and of the College and University's academic programs.
2. Competition is limited to full-time faculty and Academic Unit Heads who have completed a minimum of three years of service at James Madison University and who are tenured or on tenure track or in renewable term appointments (RTAs) at the time of application. An additional five full years of continuous service must be completed before a subsequent Educational Leave may be awarded to the same individual, with the leave activities to be pursued during the sixth year.
3. Applicants from departments without internal leave policies will receive special consideration in the review process.
3. Proposals should be written in a clear, coherent, and concise manner and clearly express the concept and organization of the project.
4. The applicant must show commitment to full-time work on the project during the leave period.
5. Final selections will be based on the recommendations of the Research, Awards, and Development Committee as they determine the relative merit of each proposal. Committee members will evaluate proposals based on the following criteria: (1) significance; (2) clarity and quality of the conception, organization, and description of the project; (3) feasibility and appropriateness of the proposed methods and plan of work; (4) significance of the proposed project for the applicant's broader scholarly and creative agenda; and (5) demonstrated record of (or potential for) scholarly and creative productivity relative to rank.
6. If projects involve research or data collection using human subjects, the proposer must

acknowledge that Institutional Review Board (IRB) approval, according to JMU policy number 1104 <http://www.jmu.edu/JMUpolicy/1104.shtml>, is required of all awarded grants. For more information see <http://www.jmu.edu/sponsprog/irb/irbmission.html>. For more information see <http://www.jmu.edu/sponsprog/irb/irbmission.html>. According to the Federal Policy for the Protection of Human Subjects, IRB approval is not required for oral history and journalism, defined as “scholarly and journalistic activities (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship), including the collection and use of information that focus directly on the specific individuals about whom the information is collected.”

<https://www.federalregister.gov/documents/2017/01/19/2017-01058/federal-policy-for-the-protection-of-human-subjects>

7. If projects involve research or data collection using live, vertebrate animals, the proposer must acknowledge that Institutional Animal Care and Use Committee (IACUC) approval, according to JMU policy number 2202, is required of all awarded grants. For more information see <http://www.jmu.edu/sponsprog/iacuc.html>
8. For projects that require but have not yet received IRB or IACUC approval by the leave application deadline, the leave award is conditional on acquiring approval by the beginning of the leave period.

#### EVALUATION PROCESS

The Research, Awards, and Development Committee will review all proposals eligible for consideration for funding. The committee is composed of ten members: one selected from each department/school within the College. The Associate Dean for Research, Scholarship, and Creative Activities serves as a non-voting chair. Leaves will be awarded based on the merit of the proposals with special consideration given to faculty from departments without internal leave policies. The committee’s recommendations are not subject to appeal, but the committee will maintain records of its deliberations and, upon written request by an applicant, provide a summary evaluation of the applicant’s proposal after the announcement of leave recipients is made. See point 5 above for a description of the evaluation criteria.

#### NOTIFICATION OF AWARD

The CAL Research, Awards, and Development Committee will forward proposals recommended for funding under the Educational Leaves Program to the Dean. The Dean will review the funds required by each department to employ part-time faculty to replace the faculty member on leave. After determining the maximum number of leaves that can be supported from the funds available, the Dean will notify the recipients of Faculty Educational Leave awards in writing by the end of the 2023 Fall Semester.

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Faculty Educational Leave Proposal  
2023-2024 Academic Year**

**APPLICATION CHECKLIST**

To be considered complete, all applications must consist of the following:

- \_\_\_ 1. Project Summary/Abstract
- \_\_\_ 2. Project Description
- \_\_\_ 3. Professional Resumé
- \_\_\_ 4. Application
- \_\_\_ 5. IRB and/or IACUC approval form, if applicable
- \_\_\_ 6. Endorsement form signed by Academic Unit Head

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**PROJECT SUMMARY**

Name of Applicant:

Department or Unit:

Title of Project:

Location of Project:

Abstract:



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Applicant's Name:

- I acknowledge that my project requires IRB or IACUC review and approval, and I have attached the required approval form(s).
- I acknowledge that my project requires IRB or IACUC review and approval, and I agree to apply for and gain approval by the time of the grant period, in accordance with JMU policy.
- My project does NOT require IRB or IACUC review and approval

\_\_\_\_\_  
Applicant's Signature

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(To be completed by Academic Unit Head)

While considering whether you approve your faculty member's Educational Leave proposal, please keep in mind that the ultimate purpose of these leaves is to sustain vigor in the University's academic instructional programs and to ensure that faculty members have the opportunity for professional development. Educational Leaves that achieve this purpose and whose goals are congruous with the mission of your unit will be most significant to the faculty member, the College, and the University. **As the academic unit head, if you approve your faculty member's Educational Leave proposal, please sign this endorsement form, and include a brief explanation of what instructional arrangements are contemplated.** *Please do not include any additional letters of support along with this endorsement form.* If you have more than one applicant from your area, please indicate the maximum number of people you can allow to be on leave. **If you do not support the application, attach a letter of explanation.** In either case, forward the original application and proposal endorsement to the Chair, CAL Research, Awards, and Development Committee.

The maximum number of people my department can support on leave is \_\_\_\_\_ for the Fall 2024 semester and \_\_\_\_\_ for the Spring 2025 semester.

I recommend , do not recommend , that this application be considered for an Educational Leave.

\_\_\_\_\_  
Signature of Academic Unit Head