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THE COLLEGE OF  
**WOOSTER**

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TO: Faculty Colleagues  
FROM: Heather Fitz Gibbon, Dean for Faculty Development  
Committee on Research and Study Leaves  
SUBJECT: Leave applications for 2013-2014  
DATE: February 2, 2012

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The Committee invites applications from faculty for research or study leaves in the academic year 2013-14. Applications are due **in the Office of the Dean for Faculty Development by 5:00 p.m. on Friday, April 6, 2012. Applicants are requested to submit a pdf file containing all relevant material to Darlene Berresford (dberresford@wooster.edu).** 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 11.A. of *The Statute of Instruction*, describes the paid leaves program. I call your attention to three 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. Ideally, the faculty members on leave reside in communities outside Wooster, take advantage of different cultural associations and professional opportunities, and return to teaching at Wooster with fresh perspectives and renewed enthusiasm.*
2. **Outside Wooster.** *It is expected that leaves will be taken outside Wooster. The Leaves Committee, however, may permit residence in Wooster if the applicant can establish that the objectives of the leave program can be met successfully with Wooster as the base of residence and that the proposal includes a significant component of research (or study) and professional contacts outside Wooster.*

Professional reasons for exceptions to this must be included in the proposal.

3. **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.*
4. **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.*

The number of semester hours of leave available for 2013-2014 is still being determined. This information will be communicated as soon as it is available.

*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 Section 11 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 *grants-in-aid and fellowships awarded by educational and scientific foundations are not to be regarded as remuneration for services rendered* (Article II, Section 11.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 Section II. B of the "Outline for Preparing Leave Proposals," which requests the inclusion of your most recent leave report.

The Committee's evaluation of the proposals will be guided by the following:

- 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 or performances clear?
- Is there evidence that the project will enhance the applicant's teaching? (*Evaluated when application is for a Study Leave.*)
- How does the project fit into the applicant's professional trajectory?
- Is there evidence of productivity from previous leaves as supported by leave reports, if applicable?
- 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 outside Wooster who are critical to the completion of the project?
- Is the applicant in compliance with the Statute's statement on paid activities during leave, where relevant?

Several successful leave proposals from prior years are available for your inspection in at this site: <https://wiki.wooster.edu/display/facultygrants/Sample+Leave+Proposals>. The Committee encourages those applying for a leave to seek assistance from the Dean of Faculty for Development, if necessary. Questions can be directed to the Chair of the Committee (to be determined) or the Dean.

The Committee looks forward to receiving your proposals on or before April 6, 2012.