

Outline for Preparing Leave Proposals

For information concerning eligibility, general regulations, and administration of the Leave Program, see Article II, Section 11.A. of *The Statute of Instruction*.

- I. The proposal should include at the outset a specific statement of the kind of leave being considered and a brief justification of this choice. In addition, a statement should be included showing how the applicant considers himself or herself eligible for the requested leave. The *Statute*, Section 11.A.2. defines the two types of leaves:
 - a. Study Leaves. The primary purpose of a study leave is to support professional growth by faculty members through defined plans of study, and thus to enhance their teaching and afford students the opportunity to study under the inspiration and guidance of faculty members who are actively engaged with scholarship in their fields.
 - b. Research Leaves. The primary purpose of a research leave is to support creative scholarship of a quality which could result in publication, exhibition, or performance by faculty members who wish to maintain programs of productive scholarship at Wooster, and thus to enhance their teaching and afford students the opportunity to study under the inspiration and guidance of faculty members who are actively extending the bounds of knowledge in their own fields.

- II.
 - A. An updated copy of your Curriculum Vitae should be attached.

 - B. Past grants, either from the College or other agencies, should be included, with dates, source, and use. Any previous leaves from the College should be indicated, together with their nature and the use to which they were put. A copy of the leave report from the most recent leave is also required.

 - C. For research leave proposals, recent work and publications which deal with the proposal and publications which have resulted from any prior leaves should be indicated. This may be accomplished by annotating your c.v. if you wish. For study leave proposals, it should be indicated what courses the applicant has taught in the last five years and the degree to which the applicant has been engaged in substantial studies during summers or the regular academic year.

- III. The narrative portion of the leave proposal should be as explicit as possible. Research leave proposals should contain a clear statement of purpose, review of the literature, outline of research approach or methodology, anticipated outcomes, anticipated benefits to teaching, and indication of how the project furthers the applicant's professional trajectory and represents a significant contribution to his or her field. Study leave proposals should clearly define the body of knowledge to be investigated, the structured program of study planned, the role of this project in furthering the applicant's professional trajectory, and the way this study will contribute to the applicant's teaching and advising at Wooster. A proposal of six to eight pages is sufficient; we encourage applicants to be specific but concise.
- IV. All completed leave proposals should include a 100-word précis or abstract conveying the central thesis of the project and the principal location at which the research will be carried out.
- V. The applicant should discuss with his or her department chairperson the plan to submit a leave proposal, and together they are encouraged to consider the potential impact on departmental functioning. The department chair should sign the completed proposal to indicate that such a discussion has taken place.

The Leaves Committee understands that unforeseen circumstances may alter the specific way the proposed research or study is accomplished. It is expected, however, that the applicant will inform the Committee of major departures from the original proposal and justify such changes.

The proposal should show to what extent advance arrangements are necessary for being accepted in a university, research center, or other leave site and to what extent they have been negotiated.

Further attachments are optional.

It would help the Committee if the proposal is completed according to the above guidelines with the sections labeled I, II A, B, C, III, IV, and V. Each section should contain the information requested in this outline.

Unpaid Leaves. The Leaves Committee is not responsible for unpaid leaves. However, according to the *Statute* (Article II, Section 11.B.), unpaid leaves may be granted for periods of up to one year with the possibility of renewal for an additional year. Such leaves may be given for academic or personal reasons, subject to the College's ability to maintain good academic standards in the department affected and the College as a whole. Applications are made through the Provost to the Teaching Staff and Tenure Committee, which considers each application on its own particular merits. Because the timing of requests for unpaid leaves and the staffing situation in departments may affect the decision of whether or not to grant the leave, applicants should discuss the possibility of an unpaid leave as early as possible with their chairs and with the Provost. For further information, consult the *Statute* or contact the Provost.