

**LOYOLA UNIVERSITY CHICAGO
PAID FACULTY DEVELOPMENT LEAVES
2011-2012 ACADEMIC YEAR INFORMATION
FOR 2012-2013 PAID LEAVES**

1. Purpose of the award

Paid faculty development leaves may be granted for one of two different purposes:

1. Research/creative activity - This category includes basic research projects resulting in books or articles, creative artistic work (exhibits, works of art, performances, music or poetry compositions or the like) or any product which materially and significantly enhances one's field of professional expertise. It can include the generation of research results and artistic endeavor and/or the analysis and presentation of such results or endeavors.
2. Faculty professional development - This category includes leaves that would allow faculty to develop additional expertise related to future career plans at Loyola and/or improving particular programs currently offered at or planned for Loyola.

2. Eligibility and requirements for the award

1. To be eligible for a paid faculty development leave, an individual must have completed a minimum of three full years of service (six semesters) as a tenure track or tenured faculty at Loyola between the end of any previous paid (research or administrative) or subvented leave and the anticipated beginning date of the new leave. Endowed professors are eligible to apply for paid faculty development leaves.
2. A recipient of a probationary faculty development grant (PFDG) following a Mid-Probationary Review must have served an additional four years at Loyola (one semester of which may be the PFDG) after that Mid-Probationary Review and before the anticipated beginning of a faculty development leave.
3. Regarding adjacent leaves of absence. Other than exceptional cases pre-approved by the Senior Academic officer,
 - > A faculty member may not have two terms of University-supported leaves of absence in the same academic year.
 - > A faculty member returning from an unpaid leave must serve for at least one academic year on campus before s/he is eligible for a paid leave.
 - > If a junior faculty member receives an externally-funded or subvented leave during the probationary period, s/he may still be eligible for a mid-probationary leave, but only after serving for at least one semester on campus between the two leaves.
4. Faculty development leaves shall be granted only in connection with activities that promise to enhance the recipient's professional competence and contributions in accordance with her/his present or future position at Loyola University Chicago.
5. The FDRC will not review proposals requesting paid or subvented leaves for: (a) any activity primarily related to positions other than the individual's current or future professional position at Loyola; (b) performing full-time duties at another institution similar to those performed at Loyola; (c) completing a doctorate or other terminal degree; (d) primarily visiting various locations of general or professional interest.
6. Within 90 days of the completion of a leave, a report must be filed with the individual's department, college or school, and the Office of Faculty Administration (faculty-admin@luc.edu) describing the professional activities accomplished during the leave and outlining future plans

(publications, creative activities, grant applications, curricular innovations, etc.) deriving from leave activities.

7. Unsuccessful applications will not be automatically rolled over into subsequent competitions. Applications must be re-filed by those wishing to be considered in subsequent years.
8. Unsuccessful applicants will receive a brief summary of the FDRC's feedback and comments. An applicant may request a meeting with the chair of the FDRC (or the chair's delegate or delegates) to receive feedback on how to improve their application for subsequent competitions. Please note: This is not an appeals procedure but a means to help faculty possibly improve their submissions in subsequent years.
9. A faculty member receiving a paid leave of absence from Loyola is expected to complete two semesters of service to Loyola following completion of the leave.

3. Submission details and deadline

The deadline for paid faculty development proposals to Faculty Administration is **November 1, 2011**. Please consult your school or college to confirm deadlines for any required preliminary steps. An Application Cover Sheet and the Project Abstract must accompany the application (a link to the cover sheet is provided at the website). In addition, recommendations from the department and/or school are required. These are submitted separately by the office of the dean.

All materials must be in .pdf (Adobe Acrobat) format. Most copy machines at Loyola are capable of scanning documents into this format. These electronic copies must be delivered via email attachment to Faculty-admin@luc.edu. The subject line should read "**LOA 2012-13 Application.**"

4. Application Format

- a. Introductory materials: A completed Cover Sheet must be provided. The form is attached to this call for proposals
- b. A Summary Letter, which includes all of the following information:
 - o Name and faculty rank
 - o Department/affinity group and school affiliation
 - o Purpose of the paid or subvented leave being requested: research/creative activity; curricular innovation (including teaching); career development (including leadership, and additional formal or informal training)
 - o Requested percentage, period and dates of leave. Two options are generally available:
 - Release from all ordinary faculty responsibilities for one semester (specify the semester desired) at full pay;
 - Release from all ordinary faculty responsibilities for an entire academic year at 50% of one's academic year salary.
 - In unusual cases of critical school or university need that make complete absence undesirable, a faculty member may petition for release from half one's ordinary faculty responsibilities for an entire academic year at full pay. But because this arrangement often complicates pursuit of the research agenda, these petitions are approved only for very serious reason.

- To minimize scheduling conflicts, requested leave times will be pre-reviewed by Deans and Chairs.
 - Complete list of previous paid, subvented, and unpaid leaves. Provide the dates of leaves and titles of previous projects. Also indicate the professional accomplishments that resulted from them.
 - The year of your appointment at Loyola University Chicago
- c. Non-technical summary of the proposed scholarship activity. This should be a brief statement that will be understandable to educated non-specialists, describing both the nature of the activity and its significance for the applicant's career, as well as its broader value to Loyola. **Applicants should limit this abstract to 300 words.**
- d. Technical description of project. Describe in appropriate detail the proposed activity, including the significance to the field and importance of the proposed outcomes. For research/ creative activities, it is essential to include a discussion of the theoretical approaches, methodologies, types of data/information, and a discussion of how this work will contribute to the broader discipline. For all categories of projects, the technical description should include the applicant's qualifications to conduct the project and should be developed in a form consistent with applications for external support or another form appropriate for the specific discipline. The application should be supported by appropriate citations and a bibliography. **Applicants should limit the body of this statement to no more than 4000 words, delivered in double-spaced format.**
- e. Statement of individual, programmatic and institutional impact. Discuss the benefits of the proposed activity to you, your unit within the university and to Loyola as a whole. Indicate how the proposed activity relates to your previous work and how it will contribute to your future work. If possible, comment on how this leave might enhance potential for future extramural support of your research or other creative endeavors. Also, please comment on why a leave is necessary to accomplish this project rather than doing it as a part of the normal workload expected of all faculty. **Applicants should limit this section to no more than 800 words, delivered in double-spaced format.**
- f. Extramural resources. If the proposed activity includes and/or requires resources other than receipt of a leave from Loyola (e.g., laboratories or facilities of other institutions, acceptances in programs offered at other institutions, additional funding by outside agencies), specify those resources and indicate what advanced preparation you have made to secure these resources. Also indicate what alternative means will be employed to complete your project if outside resources are not forthcoming. **Applicants should limit this section to no more than 800 words, delivered in double-spaced format.**
- g. Appendices, if appropriate. These may contain any supporting material deemed necessary to adequately explain the planned activities during the leave. Particularly relevant and welcome would be copies of pending or planned grant applications (summaries, project descriptions and the like), research project protocols, evaluations of previous extramural grant submissions, copies of reviews of the candidate's work published in professional outlets, reviews of book proposals, book contracts, or any other materials that would help the appropriate LUC evaluating individuals and committees place the applicant's work in the broader context of appropriate disciplines.
- h. A full and current *Curriculum Vita*.

5. School/College Review

An evaluation of the proposal from the Chair or Program Director, as appropriate, and from the school-level FDRS and the Dean of the school or college is required. This evaluation should comment on the technical merit of the proposal, as well as the importance of the leave for the

faculty member's professional development. As applicable, these recommendations should also comment on the importance of this proposed work for the academic program and the university.

A timeline for these levels of review should be established by the Deans' Offices, working backward from the deadline for university-level review by the FDRC. The Office of the Dean will arrange to deliver these evaluations to FDRC.

6. Proposal Review Procedure

Proposals will be reviewed and recommended for funding or non-funding by the Faculty Development Review Committee (FDRC). All committee members will receive all applications. In addition, each proposal will be assigned one primary and two secondary reviewers, in accordance with the expertise of FDRC members in a given year. These assignments are usually made by the Chair of the FDRC.

The reviewers will assess the applications in each area below:

- a. This proposal effectively explains the significance of the proposed work; shows promise of attaining goals of value to the relevant discipline; shows how the work will significantly advance the field;
- b. This proposal demonstrates that the applicant has a grasp of the field and of the associated literature;
- c. This proposal outlines methods or approaches to the proposed work in a way that convinces the reviewer that the objectives of the project will be achieved;
- d. This proposal is written clearly and in a manner that can be evaluated by faculty peers for its scholarship quality;
- e. This proposal makes clear that the applicant has the expertise to carry out the project and that the applicant's research program will be advanced by this award;
- f. This proposal makes clear the extent to which funding is necessary and/or important to the completion of the project.
- g. This proposal outlines the plan for disseminating the results of this project.

Having considered all of these criteria, the Faculty Development Review Committee members will rate the proposal on a five point scale where five indicates "exceptionally worthy of funding," three indicates "worthy of funding," and scores below three indicate that the proposal is judged not worthy of university funding.

Applicants should contact the Office of University Research Services or the Office of Faculty Administration for needed clarification of how to prepare any portion of this proposal. Examples of successful proposals from past years may be available for review by permission of their authors in the Provost's office at both Lake Shore and Water Tower campuses. Telephone in advance to be sure someone will be present to assist you in this process: WTC (5-7585, Kathy Bell).

7. Clearances

Applicants are reminded that all projects involving human subjects, biohazards, radiation, or the use of live vertebrate animals require approval by the appropriate oversight committee before they can begin. Staff in the Office of Research Services can assist with this process.

8. Final Report

Successful applicants will be required to submit a single-page report to the Office of Faculty Administration by the end of the next semester after the conclusion of the Leave.

9. External Applications

When appropriate, applicants are encouraged to submit identical or complementary proposals to external funding agencies.