

**COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES
EASTERN KENTUCKY UNIVERSITY**

**GUIDELINES FOR THE RESEARCH AND FACULTY
DEVELOPMENT COMMITTEE**

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Approved: **August 31, 2016**

I. MISSION STATEMENT

The mission of the Research and Faculty Development Committee is to promote the professional development of the faculty in the College of Letters, Arts, and Social Sciences by evaluating and making recommendations on applications for funding for professional development activities and for awards that recognize faculty achievement and by reviewing guidelines pertinent to faculty development to ensure that they continue to meet the needs of the College and its faculty.

II. STRUCTURE OF THE COMMITTEE

1. See the CLASS Constitution (<http://class.eku.edu/>) for guidelines about membership on standing committees.
2. The CLASS Research and Faculty Development Committee shall consist of the Associate Dean as an ex-officio, non-voting member and one faculty representative from each department in the College.
3. Only full-time tenured and tenure-track faculty of the College are eligible to serve on the Committee. Department chairs are not eligible for membership on the Committee.
4. The Associate Dean shall chair the committee.
5. A quorum shall consist of a simple majority of the voting members. When there is need for the committee to vote, the votes shall be decided by a simple majority of the votes cast unless stated otherwise in the guidelines of a particular award under consideration. In the event of a tied vote, members shall briefly discuss the issue again and then revote. If the second voting still results in a tie, the chair shall vote to break the tie.
6. The committee will elect, by simple majority, a recorder for the purpose of taking and distributing meeting minutes. It will be the responsibility of the Committee Chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the committee within fourteen (14) calendar days.
7. It is the responsibility of members to contact the committee chair in the event that they will not be able to attend a regular or special meeting. If a committee member is absent from three (3) consecutive meetings without cause, the seat will be declared vacant and filled by the department's alternate for the remainder of the academic year.
8. If any date specified on this document falls on a weekend or official holiday, then the effective date shall be considered the next day on which University administrative offices are open.
9. Proposed changes to these guidelines must be approved by the Research and Faculty Development Committee by a majority vote prior to the beginning of the academic year in which they are to take effect. Note that the documents in the appendices are independent of these guidelines and follow the approval process outlined in each appendix.

III. RESPONSIBILITIES OF THE COMMITTEE

1. The function of the Research and Faculty Development Committee will be to
 - a. Review and make recommendations on faculty development grant proposals.
 - b. Review and make recommendations on faculty sabbatical leave applications.
 - c. Advise the Dean on matters related to research, scholarship, and creative activities.
 - d. Select two individuals to receive an award for Excellence in Research and Creative Activities.
 - e. Review and make recommendations on applications for the College of Letters, Arts, and Social Sciences Junior Faculty Summer Research Awards.
2. Detailed guidelines for the Committee in reviewing applications for faculty development grants, sabbatical leaves, and Awards for Excellence in Research and Creative Activities and Junior Faculty Summer Research are provided in the appendices.
3. The Committee should meet at least once each month from September through April, or as necessary to conduct the business of the College. Additional meetings may be called by the Committee Chair or by a simple majority of the Committee.

APPENDIX 1

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES EASTERN KENTUCKY UNIVERSITY GUIDELINES FOR SUBMISSION OF FACULTY DEVELOPMENT GRANT PROPOSALS

These guidelines are designed to assist faculty members of the College of Letters, Arts, and Social Sciences in the submission of proposals for Faculty Development Grants.

1. Review Committee

- a. The Research and Faculty Development Committee shall be responsible for reviewing applications for Faculty Development Grants administered by the College of Letters, Arts, and Social Sciences.
- b. The composition of the Committee and the procedures for the selection of its members are outlined in the Guidelines for the Research and Faculty Development Committee.
- c. A Committee member shall recuse himself or herself when his or her application for a Faculty Development Grant, or that of his or her immediate family member, is being evaluated.

2. Application Process

- a. All full-time tenured and tenure-track faculty in the College of Letters, Arts, and Social Sciences are eligible to apply for Faculty Development Grants.
- b. Subject to availability of funds, awards will normally be made twice each academic year, once in the fall semester and once in the spring semester.
- c. Proposals may be submitted at any time but to ensure consideration for fall awards, proposals must be submitted by October 1. To ensure consideration for spring awards, proposals must be submitted by February 1.
- d. Faculty Development Grant proposals must be submitted on yellow paper, using the application form (class_faculty_dev_grant_application.doc) located on the College website (class.eku.edu). For an application to be considered, all information required in the application form must be provided. Documentation of the presentation/exhibition should be included (e.g., letter of acceptance for a presentation, copy of appropriate section of the official program or exhibit catalog, and call for applications/registrations for training workshops showing the topics to be covered, venue, and dates). For meetings where the call for proposal is published late in the fall semester or early in the spring semester, it is possible that faculty may not receive the acceptance letter by February 1. Since spring awards are made soon after the February 1 deadline, such an application may be considered if the applicant provides a copy of the submitted abstract with a brief statement that he or she is unable to provide proof of acceptance as of yet and that he or she shall provide it as soon as he or she gets it. Funds shall not be disbursed before the documentation is received in the Dean's office.

- e. Proposals must be routed through the Department Chair to the Dean's office.
- f. It is expected that proposals will be reviewed and supported by the faculty member's department. Proposals not supported by the faculty member's home department may still be considered, depending on the circumstances.
- g. Proposals must state purpose, estimated costs, and dates for the requested funding.
- h. Faculty development grant funds must be used in the fiscal year (July 1 to June 30) in which the award is made. Requests for reimbursements should be submitted as soon as the activity is completed. If the request is submitted more than sixty (60) days after the date the activity is completed, the faculty member will not receive reimbursement.
- i. Faculty members with activities occurring after July 1 but before awards are made for the new fiscal year may apply for faculty development grants retroactively in the fall semester.
- j. Faculty development grant funds can be used to reimburse departments for funds spent on approved activities completed prior to the grant application date
- k. In normal circumstances, each faculty member may receive only one Faculty Development Grant per year.
- l. The amount of the awards will vary depending on factors such as funds available, number of proposals received, and the type of faculty development activity undertaken.

3. Priority for Use of Funds

While there is no definitive list of priorities for the use of College development funds, the Committee usually follows the general priorities below. These priorities are not all-inclusive, nor does the Committee believe they should be, but the list does indicate that the probability of funding for some types of proposals is greater than for others.

- a. Presentation of scholarly/creative work at professional conferences/exhibitions
- b. Participation in workshops, short courses, or off-campus classes
- c. Activities that involve the scholarly/creative interaction of faculty members and students within the University or with other universities and schools
- d. Attendance at professional conferences, seminars, or other venues of scholarly/creative activity
- e. Additional activities that may be justified as supporting faculty development

4. Changes in Guidelines

- a. Proposed changes in the guidelines may be submitted to the Associate Dean by a Department Chair or by a College faculty member.
- b. Proposed changes in the guidelines must be approved by the Research and Faculty Development Committee prior to the beginning of the academic year in which they are to take effect.

APPENDIX 2

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES EASTERN KENTUCKY UNIVERSITY SABBATICAL LEAVE GUIDELINES

The College shall follow University policies and procedures governing sabbatical leaves. The Research and Faculty Development Committee shall be responsible for screening and making recommendations regarding sabbatical leave requests. The College Committee shall also ensure that University-approved procedures have been followed and that the sabbatical leave recommendations concur with the goals and needs of the College.

1. Departmental Procedures

- a. Each department shall establish procedures for review of sabbatical leave requests. All procedures approved by the department must be in compliance with the University Sabbatical Leave Policy and with the guidelines set forth in this document. Departmental procedures must include the establishment of a departmental review committee for screening sabbatical leave requests and for making recommendations to the chair.
- b. A faculty member who intends to apply for a sabbatical leave during the following fall or spring semester shall not be eligible to serve on the department sabbatical leave committee. Nor can one serve if a significant conflict of interest is likely—e.g., if a member of his or her immediate family will be considered for sabbatical leave.
- c. Departmental procedures shall be approved by a majority vote of the full-time tenured and tenure-track faculty of the department and approved by the Dean of the College. They shall be filed in the Dean's office and in the department office.
- d. Changes in the departmental procedures shall be made by a majority vote of the full-time tenured and tenure-track faculty of the department and approved by the Dean by May 1 prior to the academic year in which they are to take effect.
- e. To be eligible to apply for a sabbatical, a faculty member must have completed twelve (12) semesters of full-time service to the University before the first sabbatical or between subsequent sabbaticals.
- f. A faculty member eligible to submit a request for sabbatical leave shall submit a completed application for sabbatical leave form and supporting materials, including curriculum vitae, to the chair of the department by September 15 of the year preceding the academic year of the sabbatical. Each applicant must also submit a completed checklist for sabbatical leave applications, which is provided at the end of these guidelines. Requests may be submitted two years in advance for approval. If the request is denied, a new application may be filed the following year. The Department Chair shall submit the request to the departmental review committee.

- g. The departmental review committee shall compose an evaluation narrative and make a recommendation for each request. If there are multiple applicants, the committee shall also rank the sabbatical leave requests. The committee shall submit all the application materials and its recommendations to the chair of the department by September 25.
- h. The Department Chair shall append to each sabbatical leave request a separate recommendation and an impact statement stipulating the effect of the sabbatical leave on the department, including replacement costs, if any. If there are multiple applicants, the chair shall also rank the sabbatical leave requests.
- i. The chair shall forward sabbatical leave requests approved by the departmental committee and/or Department Chair, departmental committee and chair recommendations and rankings, and impact statements to the Dean of the College by October 1.

2. College Procedures

- a. The Research and Faculty Development Committee shall serve as the College review committee for sabbatical leaves.
- b. The composition of the Committee and the procedures for the election, appointment, and replacement of its members are outlined in the Guidelines for the Research and Faculty Development Committee. The Dean is required to make recommendations on sabbatical applications and, therefore, may attend Committee meetings, in a non-voting capacity, to familiarize himself or herself with discussions of the applications.
- c. If a faculty member or a member of his or her immediate family is being considered for a sabbatical leave, that member shall be replaced by an alternate when the Committee is reviewing sabbatical leave applications. The participation of the member on the Committee when the Committee is discharging its other responsibilities (e.g., Faculty Development Grants; research awards) is guided by the guidelines pertaining to those other responsibilities.
- d. The College Committee will begin review of requests for sabbatical leave by the end of the first week of October. All materials except the chair's impact statement will be made available for committee review.
- e. The Committee will first determine, by secret ballot, acceptable requests. Then, the Committee shall rank, by secret ballot, the acceptable requests.
- f. In reviewing a request for sabbatical leave, the Committee should take into account the accomplishments of each previous sabbatical leave granted to the applicant. As part of the application materials a candidate should also include an updated curriculum vitae formatted according to the College guidelines (class.eku.edu) and a brief statement on the significance of the proposed project to his or her discipline and/or area of expertise. An applicant who has had a previous EKU sabbatical should include a brief summary of what was accomplished, the significance of the sabbatical activities, and a list of publications (full bibliographic citation), presentations, and other scholarly and/or creative activities and products resulting from the previous sabbatical. Incomplete or

late applications will not be reviewed by the College Committee.

- g. Preferred purposes for sabbatical leave include, but are not rank-ordered or limited to, the following:
 - i. A carefully designed scholarly/creative project related to the discipline.
 - ii. Scholarly writing or other comparable form of creative activity as outlined in the sabbatical request with a goal of publication or presentation.
 - iii. Formal course work in an area supportive of instructional responsibilities.
 - iv. A clearly defined program of independent study related to instructional responsibilities.
 - v. A clearly defined program of course revision and/or new course development.
- h. The College Committee shall submit its recommendations to the Dean by October 23.
- i. The Dean will make a separate recommendation on each request after receiving the recommendations of the Committee.
- j. Applicants for sabbatical leave will be informed by the Dean of the College of the recommendations of approval or disapproval of their applications by November 1. At the request of applicant, the Committee Chair and/or Dean will discuss the results of the Committee's deliberations and/or Dean's recommendation with the applicant.
- k. The Dean shall forward sabbatical leave requests approved by the College Committee and/or Dean to the Provost and Vice President for Academic Affairs by November 1.
- l. Major modifications of the sabbatical leave request and to the plan for carrying out the objectives of the leave must be approved by the College Research and Faculty Development Committee.
- m. A faculty member who is approved for a sabbatical must submit an open-file report to the Dean of the College, identifying his or her accomplishments, within ninety (90) days from the completion of the sabbatical. The faculty member shall also submit for publication, if appropriate, the findings of the sabbatical within six (6) months from the completion of the sabbatical. The completion of the sabbatical shall be considered to be the first day of class in the semester following the last semester of the sabbatical leave.
- n. Changes in the College sabbatical leave guidelines shall be made by a majority vote of the voting full-time tenured and tenure-track faculty of the College prior to the beginning of the academic year in which they are to take effect.

**COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES
EASTERN KENTUCKY UNIVERSITY
CHECKLIST FOR SABBATICAL LEAVE APPLICATIONS**

Name: _____ Department: _____

PART 1 (To be completed by applicant)

- a. ____ College of Letters, Arts, & Social Sciences checklist for sabbatical leave applications
- b. ____ A fully completed “Application for Sabbatical Leave” form (this is a University Form) and appropriate supporting materials
- c. ____ Current curriculum vitae in format required by College
- d. _____ Date Submitted to Department Chair (**Due date: Sept. 15**)
- e. _____ Applicant Signature

PART 2 (To be completed by Chair of Department Sabbatical Leave Review Committee)

- a. ____ Evaluation narrative and Recommendation
- b. ____ Ranking of applications (if there are multiple applicants from Department)
- c. _____ Date Submitted to Department Chair (**Due date: Sept. 25**)
- d. _____ Committee Chair Signature

PART 3 (To be completed by Department Chair)

- a. ____ Evaluation narrative and recommendation (*May indicate concurrence with committee narrative and/or recommendation, if this is the case.*)
- b. ____ Ranking of applications (if there are multiple applicants from Department)
- c. ____ Impact statement for sabbatical leave request
- d. _____ Date Submitted to Dean (**Due date: Oct. 1**)
- e. _____ Department Chair Signature

APPENDIX 3

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES EASTERN KENTUCKY UNIVERSITY

EXCELLENCE IN RESEARCH AND CREATIVE ACTIVITIES AWARDS GUIDELINES AND CRITERIA FOR SELECTION OF RECIPIENTS

I. Guidelines

1. The Research and Faculty Development Committee shall be responsible for reviewing applications for the College of Letters, Arts, and Social Sciences Excellence in Research and Creative Activities Awards.
2. The composition of the committee and the procedures for the election, appointment, and replacement of its members are outlined in the Guidelines for the Research and Faculty Development Committee.
3. If a faculty member or a member of his or her immediate family is being considered for an Excellence in Research and Creative Activities Award, that member shall be replaced by an alternate when the Committee is reviewing applications for these awards.
4. Two research awards will be available.
5. All full-time tenured and tenure-track faculty in the College of Letters, Arts, and Social Sciences are eligible for the awards.
6. Recipients of the awards shall be selected by the end of the spring semester preceding the academic year in which the awards will be in effect.
7. Award recipients shall not be eligible again for a period of five (5) years. For example, a recipient of the Award in the fall 2006 shall not be eligible to receive the award again until fall 2011. Previous recipients shall be considered again based upon their new research accomplishments.
8. Eligible candidates shall submit to the Committee (c/o CLASS Dean's Office) by March 1 a curriculum vitae which demonstrates past and/or present research/creative activity (see Criteria, Section II). The vitae should be formatted in the style required by the College (class.eku.edu). They should also submit a statement of no more than three single spaced pages, summarizing their research/creative activity and its goals or purposes (i.e., why was the research/creative activity done and how does it compare to similar efforts in the field?). Letters of recommendation are not to be submitted with the candidate's vitae.
9. The award shall be based upon both past accomplishments and evidence of continuing research at Eastern Kentucky University. However, the greatest emphasis shall be placed upon evidence of recent (past 5 years) research.
10. The Committee shall rank the submitted applications from each area numerically with the candidate attaining the lowest (best) numerical rank the winner.

11. The Committee may choose no winners for one or more areas if there are no outstanding candidates.
12. Each winner of the award shall receive appropriate College recognition (e.g., honorarium and plaque) and 3 hours' reassigned time within two semesters, following the semester in which the award is made. Thus, if the award is made in the fall semester, the recipient should receive the reassigned time the following spring or fall semester.

II. Criteria

A full documentation of past research/creative activity shall be included in the applicant's curriculum vitae. In this context, research activity is defined as discovery and interpretation of facts, the revision of accepted theories or laws, or the practical application of new or revised theories and laws. Creative activity includes artistic and performing arts as well as written creative works.

1. Criteria for research

Evidence of research activity will be examined according to the hierarchical criteria below. Some evidence of activity from Category I is considered essential.

Category I.

- a. Refereed publications that are national or international in scope (e.g., journal articles, scholarly books and book chapters, and creative works)
- b. Competitive (peer reviewed) grants received in support of original research
- c. Significant product or software development for use in original research
- d. Invited presentations at national or international professional meetings

Category II.

- a. Refereed publications that are regional in scope (e.g., journal articles, scholarly books and book chapters, and creative works)
- b. Noncompetitive grants and contracts received in support of original research
- c. Technical reports
- d. Refereed presentations at professional meetings

Category III.

- a. Non-refereed publications (e.g., journal articles, book chapters, and creative works)
- b. Graduate and/or undergraduate research supervision

- c. Non-refereed presentations at professional meetings
- d. Other evidence of research

2. Criteria for creative artistic endeavors

Evidence of creative activity in the art and design areas may include

- a. Presentation of design work or artwork (original aesthetic objects, designs, as well as materials prepared for reproduction in printed matter) in venues that entail external evaluation based upon scholarly criteria (Juried, curated, or invitational shows)

Typically, the order of exhibition merit is solo exhibition, two-person exhibition, and group exhibition. In ranking these, international exhibits are superior to national, national are superior to regional, and regional are superior to local. It is the responsibility of the applicant to demonstrate deviations from these levels of merit.

- b. Review of applicant's design work or artwork in print or electronic publication
- c. Reproduction of the applicant's design work or artwork in print or electronic publication
- d. Inclusion of a candidate's artwork in a collection (decreasing order of merit: museum, university, corporate, and private collections)
- e. Competitive (peer-reviewed) grants received in support of original artistic work or research
- f. Design research (e.g., the development of a new type face in graphic design or lighting in interior design)
- g. Publication of reviews
- h. Other evidence of creative activities

3. Criteria for performing endeavors

Evidence of creative activity in the performing arts (music, theatre) may include

- a. Performances
- b. Productions
- c. Compositions
- d. Arrangements
- e. Technical directions

In ranking a-e, international activities are superior to national, national are superior to regional, and regional are superior to local. Invited activities are superior to non-invited activities and juried activities are superior to non-juried activities. When comparing activities at the same level (local, regional, national, or international), invited activities are superior to juried activities as invitation demonstrates recognition by peers. Original compositions are superior to arrangements of existing works. It is the responsibility of the applicant to demonstrate deviations from these levels of merit.

- f. Competitive (peer reviewed) grants received in support of creative productivity or research
- g. Other evidence of creative activity

APPENDIX 4
COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES
EASTERN KENTUCKY UNIVERSITY
JUNIOR FACULTY SUMMER RESEARCH AWARD

Purpose and Description: The Junior Faculty Summer Research Award provides summer salary support to selected junior faculty for the purpose of advancing their research and creative projects and scholarship. Unless stated otherwise in the request for proposals, the total amount for each award will be \$4,500. This amount provides salary support in an amount equivalent to the salary one would receive for teaching a three-credit hour course calculated on the basis of the recipient's nine-month salary (9% per three-credit hour course).

Following summer school payroll policy, which sets nine hours as the maximum teaching load, the Junior Faculty Summer Research Award may be used in lieu of one, three-credit hour course, but not used to provide salary beyond the nine credit hour maximum. Any remaining portion of the \$4,500 may be used in support of the proposed project for such things as travel, software, and other approved expenditures following University policy. The number of awards granted will vary based upon available funding.

Eligibility: Eligible faculty must hold a full-time tenure track position with the rank of assistant professor. Preference will be given to faculty members in the first three years of their probationary period and who have not previously received the award. Recipients must certify that they will continue to hold a tenure-track position at Eastern Kentucky University in the academic year following funding and that they will be in compliance with the nine-hour maximum salary for summer. Applicants are, therefore, required to declare any other sources of summer salary, including teaching and grants, in their cover letter.

Each recipient is required to submit a progress report to the Office of the Dean by October 20 of the year in which the award is made. The report will detail progress and/or results stemming from the award. Recipients are also required to present (typically in poster format) the results of their award projects to the University community in the fall of the year in which the award is made.

Application and Selection Procedures

Eligible faculty must submit an application for a Junior Faculty Summer Research Award consisting of the following items:

1. Checklist/information form which serves as the cover sheet for the application
2. A cover letter
3. A letter of support from the Department Chair
4. A three-page proposal describing the project, the candidate's experience with the subject, and the anticipated outcomes from the summer award. Additional pages for tables, figures, and references should be limited to another three pages.
5. Current curriculum vitae formatted in the style required by the College (class.eku.edu)

Incomplete or late applications will not be reviewed. The application materials should be submitted to the Dean's Office, College of Letters, Arts, and Social Sciences, by January 25. The

College Research and Faculty Development Committee will review the applications and make recommendations to the Dean. If a faculty member or a member of his or her immediate family is being considered for a Junior Faculty Summer Research Award, that Committee member shall be replaced by an alternate when the committee is reviewing applications for the awards. Applicants will be notified of the results of the selection process by February 28.

Priority will be given to projects that

1. State clear outcomes
2. Demonstrate a well-conceived plan or methodology for achieving those outcomes
3. Show the potential to make a significant contribution to the field of study
4. Will result in a product that can be shared (e.g., a refereed publication, a literary publication, placement in a juried exhibition, a public performance)

College of Letters, Arts, and Social Sciences
Junior Faculty Summer Research Award
Application Coversheet

Date _____

Applicant: _____

Department: _____ Phone: _____

Date of Initial Appointment at EKV: _____

Highest Degree: _____ Year Awarded: _____

Project Title: _____

Checklist:

_____ Cover sheet (this page)

_____ Cover letter

_____ Letter of Support from Department Chair

_____ Proposal

_____ Curriculum vitae

_____ If applicant has received a previous junior faculty summer award, please provide a copy of the progress report.

I certify that

During the academic year____I will continue to be employed at Eastern Kentucky University.

During Summer____(year), I will receive no more than the maximum allowable summer salary from Eastern Kentucky University (up to the equivalent of nine hours' teaching load, including teaching; the three-hour equivalent associated with this award; and other grants).

Signature of Applicant

Signature of Department Chair

College of Letters, Arts, and Social Sciences Junior Faculty Summer Research Award

(Proposal must use 12-point font)

Applicant: _____

Project title: _____

Please provide a three-page proposal describing the project, your experience with the subject, and the anticipated outcomes of the research/creative artistry. THE PROPOSAL SHOULD INCLUDE SUFFICIENT DETAIL AND CONTAIN LANGUAGE SO THAT SOMEONE OUTSIDE THE FIELD CAN EVALUATE ITS MERIT AND QUALITY
