**FACULTY DEVELOPMENT LEAVES:** Available to principal faculty with a minimum of three years in the tenure-track position at Xavier. (Tenure-track faculty may apply in the fall of their third tenure-track year.) These grants may be at full salary for one semester or at one-half salary for two semesters.

**SUMMER FELLOWSHIPS:** These are intended primarily, but not exclusively, for junior faculty members with a minimum of two years in the tenure-track position at Xavier. (Principal faculty may apply in the fall of their second tenure-track year.) The amount of the stipend will be announced at the beginning of the academic year. For summer 2004, the stipend is $4,000. The faculty member may teach one course or workshop during the summer of the award.

Summer fellowships may be made available for first-year tenure track faculty on an announcement basis each year.

Applications cannot be made for both awards during the same academic year. Recipients of faculty development leaves and fellowships will generally be released from regular committee assignments for the period of the award.

**GUIDELINES FOR EVALUATING PROPOSALS FOR FACULTY DEVELOPMENT LEAVES AND SUMMER FELLOWSHIPS**

In general, primary consideration will be given to projects that show promise of furthering the applicant's scholarly and professional development. Under this broad principle, a considerable variety of proposals—including interdisciplinary and joint proposals—will be acceptable for evaluation.

1. The following are examples of projects that would merit consideration:
   a. Scholarly research with the goal of final publication.
   b. Creative and inventive projects in the area of the arts -- such as drama, music, film, radio-television -- for faculty members for whom such undertakings would be comparable to scholarly research.
   c. Creative and inventive projects that involve the improvement of teaching either in terms of the content or in terms of methodology.
   d. Advanced study in a specific area for the purpose of professional development, including the development of technical skills, when such study is called for by recent developments in the applicant's field.
   e. Other activities that are judged to impact the University positively through intellectual development of the faculty member.

Applicants are encouraged to pursue their studies and research at institutions that are particularly distinguished for their programs in the applicant's academic field.
2. The criteria used for evaluation are length of service and the quality of the proposed activities. Four years of full-time teaching will be required before a faculty member may receive a second faculty development leave or seniority sabbatical. For summer fellowships, priority will be given to faculty members who have not received a faculty development leave or summer fellowship the previous year. The summer fellowships do not affect a faculty member's subsequent eligibility for a semester or year leave with pay.

APPLICATION PROCEDURES FOR FACULTY DEVELOPMENT LEAVES AND SUMMER FELLOWSHIPS

1. To be considered, applications for faculty development leaves and summer fellowships for 2005 must be received by Wednesday, Oct. 13, 2004. Please note, for first-year faculty the deadline to apply for summer fellowships for summer 2005 is Nov. 12, 2004. The required letters of support/reference from the applicant’s department chair and proposal reviewers must also be received by this date. To ensure consideration all application materials must be received by the deadline. It is the applicant’s responsibility to see that the application and all supporting materials are submitted on time.

2. Applications should be addressed to the chair of the faculty development committee, in care of the associate academic vice president (ML 4511). Six copies should be provided.

3. At the time a faculty member presents a proposal to the faculty development committee, a copy must be submitted to the department chair and the dean.

4. Information as to the time period in which the faculty member is requesting leave must be included.

5. The department chair (or dean if the applicant is a department chair) must submit a letter containing the chair’s opinion on the value of the project, in general, and of the department’s needs, in particular. The letter must also contain a statement acknowledging the acceptance of the time span requested by the sabbatical applicant.

APPLICATION FOR FACULTY DEVELOPMENT LEAVES AND SUMMER FELLOWSHIPS

The application for a faculty development leave or summer fellowship must include, and be limited to, the following:

1. A title page including title, applicant's name, rank, department, length of service as a member of the principal faculty, dates of any previous faculty development leaves and summer fellowships, and a brief description of the project and its goal (abstract).
2. Proposals for faculty development leaves should state the semester(s) for which the leave is requested.

3. A detailed description of the project, including the following sections:
   a. a detailed description of the objective;
   b. a thorough discussion of the scope of work planned;
   c. a statement of the significance/contribution of the project;
   d. a synopsis of any work or exploratory research on the project already completed;
   e. a statement of, and the justification for, the time requested;
   f. a summary description of any comparable projects completed by the applicant; and
   g. if applicable, a statement on expectations concerning when and where the project may be published, performed or exhibited.

4. An abbreviated vita (no more than three pages.)

5. The applicant must also provide three letters of support/reference: two from referees in the same field (from Xavier or elsewhere), and a letter from the applicant’s chair or dean. Letters should be sent directly to the chair of faculty development committee, in care of the associate academic vice president (ML 4511). At its discretion, the faculty development committee may seek consultation with authorities in the applicant’s academic field.

6. Please remember to include page numbers.

Within two months after the end of the grant or fellowship, the faculty member must submit a project report to the associate academic vice president and the faculty member’s department chair and dean. This report must include:

1. A detailed summary of the work completed on the project, including statements regarding which goals of the original proposal were met and which were not.

2. In cases in which the work as originally proposed was not completed, the faculty member must address this in the report stating the reasons the project was changed.

3. If applicable, copies of any output(s) from the project, e.g., books, papers, etc., should be submitted to the office of the academic vice president.

4. This report will be available to the faculty development committee. The results of prior faculty development leave(s) or fellowship(s) will be used in evaluating future proposals by the faculty member. It is the faculty member’s responsibility to deliver these reports in a timely fashion.
ROLE OF THE FACULTY DEVELOPMENT COMMITTEE

1. The faculty development committee consists of five members principal faculty representing all three.

2. The faculty development committee will review all applications and the chair, together with the associate academic vice president, will submit the acceptable proposals to the academic vice president. The committee will indicate to the academic vice president its own judgment regarding priority among the proposals it submits.

3. The academic vice president will have the final voice in approving proposals for funding.

Updated May 2004