



WAKE FOREST
UNIVERSITY

WAKE FOREST COLLEGE
The Undergraduate College
of Arts and Sciences

DATE: September 17, 2009
TO: Tenured and Tenure-Track Faculty in the College
FROM: Paul Ribisl, Associate Dean for Academic Planning
RE: Reynolds Leaves for Senior Faculty

We intend to award a number of Reynolds Research Leaves for senior faculty for the 2010-11 academic year.¹ The Reynolds Research Leave program pays two-thirds of the faculty member's salary for the full year or full salary for one semester. This program is for senior faculty members (Associate and Full Professors). Although most applications will be for leaves to be taken during the 2010-11 academic year, the Committee will also consider well-founded requests for leaves to be taken during the 2011-12 academic year.

Please note that two former stipulations no longer apply:

- Faculty members are not required to conduct their leaves at locations distant from the Reynolda campus.
- There are no longer any restrictions on faculty activities for leave awardees in the summer prior to, or following, a leave.

To apply for the competitive leaves, please submit information to the Office of the Dean of Wake Forest College no later than **Monday, November 23rd**. Applications should be no more than five (5) pages in length and should include the following information:

- A description of the question or problem to be researched, including an explanation of its significance for the field;
- A description of the research methods and plan to be followed and of the applicant's ability to carry out that plan;
- A timetable for completing and publishing (or presenting if a creative activity) one's research, including interest from a publisher if requesting a leave to write a book;
- Other sources of funding for the leave and other sources of funding for this or other research and creative activity expenses sought or received (if applicable);
- A list of previously paid and unpaid leaves received *and*, the published results of those leaves.

In addition to the application, please include:

- A brief *curriculum vitae* (up to 4 pages) that contains a complete list of publications, and
- A letter from your department chairperson addressing your performance and promise as a scholar or creative artist and the importance and feasibility of the project proposed. Department chairs should also include a description of resources needed to replace the applicant if the leave is granted. Faculty are awarded a semester long leave during their 2-course semester or a year-long leave during their 4-course year in a 3-2-2-2 plan.

All proposals will be judged according to the following criteria:

- The application should be written for and comprehensible to a committee of your peers who come from a variety of disciplines.
- The problem or question to be studied should have significance for the field.
- The research plan should be sound, well developed, and convincing.
- The proposed project should appear feasible within the leave time period requested. Leave projects may outline plans for the conclusion of existing projects or additional work on activities that are at an earlier stage of development.
- The researcher should, barring exceptional circumstances, have a record of productivity from previous leaves. Lacking that record, the applicant needs to demonstrate that the current project holds real promise of publication. Conversely, successful publication in the past does not substitute for meeting the other criteria listed above.

Intervals of service to the University between leaves are also considered in the review process, particularly when proposals of equal merit are submitted by individuals with different intervals of service since their last leave. Only under rare circumstances has a leave been granted on a service interval of fewer than 5 years since one's last leave. (In most cases, 6 academic years since one's last leave will coincide with 5 years of service since one's last leave. For example, a person who was on leave in the 04/05 year would have performed at least 5 years of service before being awarded a leave again in 10/11.) First-time applications for a senior Reynolds leave will be entertained on a service interval of 3 years or longer since one's junior leave.

Faculty members may also apply to the Dean to take an unpaid professional leave at a time when they do not have a University-supported leave. Faculty with tenured appointments will normally be eligible for unpaid leaves of absence after having completed three continuous years (i.e., six continuous semesters) of teaching. A leave of absence without pay will not be counted toward eligibility for future University-supported leaves.

In order to encourage external leave fellowship applications, the University and faculty member agree that fellowship awards will be used to supplement leave salaries up to 100% of the faculty member's nine-month salary, inclusive of benefits, at the current rate of 27.4%. Additionally, the first \$5,000 of any fellowship award received which cannot be applied to summer salary and which would take the faculty member beyond 100% of his/her nine-month salary will be set aside as an internal grant to the faculty member for direct (non-salary) research expenses. Moreover, any faculty member seeking external funding in the form of fellowships should first contact the Office of Research and Sponsored programs regarding the distribution of the fellowship funds as well as any benefits implications of an externally funded leave via a fellowship.

All applicants will be informed before the beginning of the spring term about the outcome of the Committee's deliberations.

Footnote 1) Assistant Professors should schedule their paid semester's Junior Research Leave through their Chairperson and the Dean and do not need to submit the application detailed above.

PR/tjb