

APPLICATION FOR JUNIOR FACULTY RESEARCH LEAVE (2019-2020)

Tenure-track faculty may apply in the third year or after for a one-semester research leave with full salary to be taken following the third year review. This leave is intended to provide an opportunity for junior faculty to concentrate on their research prior to the tenure application. This leave may be applied for while the faculty member is undergoing the third-year review, but must be taken after the review has been completed.

Please upload this cover-sheet, along with all supporting documents to the Faculty Development Moodle page.

Applications are due by:
12 p.m., Friday, October 25, 2019

Name/Email/Ext.:

Rank:

Department:

Total Years Full-time Teaching at Spelman:

Semester requested for leave:

Department Chair/Email/Ext.:

A. Have you previously taken a leave for scholarly activity while a full-time faculty member at Spelman? If yes, please provide a brief description and dates:

B. Required Materials:

1. **Summary of Research Leave Project.** Provide a summary (not to exceed **500 words**) of your plan of scholarly activities—for example, research, writing, publications, creative works—to be undertaken during your proposed leave that will support your candidacy for tenure. Indicate ways that your project will enhance the College's goals, for example, "globalizing learning and scholarship" or interdisciplinarity. Indicate length of requested leave and proposed dates.
2. **Prior Productivity.** Briefly describe what you have already done that will support the successful completion of your research project; do not exceed **250 words**.
3. **Abbreviated Curriculum Vitae.** Summarize relevant professional achievements, including, but not limited to, publications, papers, exhibitions, performances, fellowships, grants, and awards; do not exceed **3 pages**.

Applicant Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____