Faculty Release-Time for Scholarship Grant Proposals

Eastern Mennonite University provides release time grants to its permanent undergraduate faculty for the purpose of encouraging original scholarship. EMU, while first and foremost an institution dedicated to superior teaching and learning, recognizes the vital contribution that the scholarly pursuits of its faculty make to its educational mission. Providing undergraduate faculty with opportunities to do scholarship builds faculty professional development, strengthens the education provided to our students, enhances the academic reputation of EMU, and animates our university community of learner/scholars.

1. **Eligibility**

Faculty with a 50% or more teaching assignment in the undergraduate program are eligible to apply for up to six semester hours of release-time from normal teaching assignments to pursue original scholarship (research and publication, performance or creative production). Mini-grants of $500 are available to applicants in addition to release-time. The committee may award each request in part or in full, depending on the number and quality of the proposals received.

Faculty applicants receiving the *highest priority* in award determinations include:

1. newer teaching faculty
2. undergraduate full-time teaching faculty
3. faculty who have not received release-time or been on sabbatical in the past two years
4. returning applicants who have a demonstrated successful history in using the awards to generate scholarly products
5. **Award criteria**

The faculty scholarship committee will conduct a formal review process using the following criteria in making the release-time awards:

1. significance of the proposed scholarship to the academic discipline
* grounded in a theoretical framework
* uses appropriate methodology
* ultimately contributes to or extends knowledge of the academic discipline
	+ - * professionally written proposal
			* is intelligible to faculty readers from outside of the discipline
			* demonstrates scholarly or technical merit
			* is clear, well-organized, and easy to read

*(Proposals are reviewed internally by the Faculty Scholarship Committee, but may also be sent to outside experts to evaluate their merit)*

Because the goal of providing these awards is the enhancement of individual faculty member’s scholarship, the following projects will NOT be considered for awards:

* program development (e.g. curriculum review or outcomes assessment)
* service to the community, unless it contributes to a scholarly outcome (i.e. publication)
* scholarship toward a terminal degree

## III. Timetable

*Application deadline:*Faculty must submit **seven copies** of the completed proposal to the undergraduate academic dean by **October 31** in the year prior to the requested release-time.

*Decision process and awards announcement:* The faculty scholarship committee will process all applications in November and early December. They will announce awards on or before December 15.

*Project completion:*  The award recipient must submit a written project summary and evaluation by August 15 following the academic year of the release-time to the Undergraduate Academic Dean’s Office. Faculty must present the outcomes of their scholarship in a public forum of the university (faculty/staff conference, faculty meetings, luncheons, performance, exhibit, seminar, or colloquium).

#  Application format

1. **Cover page**
* Name
* Department
* Project title
* Project dates
* Amount of release-time and any mini-grant funds requested
* A statement of accountability that includes the paragraph below

*I agree to complete my proposed scholarly project as represented. In addition, I agree to present the outcomes of my scholarly activities in a mutually-agreed-upon university forum. If I fail to meet these conditions, I realize that I may be required to reimburse EMU for the funds/time awarded to me.*

* The applicant’s signature and date
1. **Project narrative**

Describe your proposed scholarship in a manner that speaks to all of the above award criteria. The narrative may range from two to five pages of text, and should include a bibliography or page of references.

1. **Supporting documents**
* A letter of support from the applicant’s department chair or immediate supervisor
* A letter of validation from an outside source (the purpose of this is to encourage EMU faculty to forge and maintain contacts with scholars at other institutions) – ***optional***
* A current curriculum vitae (**please limit to two pages**)
* A list of previous scholarship awards (time or funding), the dates of the awards, and brief descriptions of their scholarly outcomes (if you are a previous recipient)
* An estimated budget explaining how the grant money will be used (if you are requesting mini-grant funds in addition to release-time)

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