

## **RESEARCH ENHANCEMENT PROGRAM**

### **Department of English**

The following outlines the resources normally available to support scholarly and creative research and writing by faculty in the Department of English. There are four departmental programs for which faculty members may apply each academic year:

#### *Summer Research Awards Program*

#### *Travel Awards*

#### *Professional Leave*

Full-time tenured and tenure-track faculty are eligible for these programs, and the committee welcomes applications, addressed to Randy Malamud, Chair of the Research Enhancement Committee, on or before the relevant due dates.

**PLEASE NOTE: All applications for external funding must go through the Dean's Office. Before you submit the application, you must get their approval. Currently, Yvonne Mangiaracina (839B GCB) is in charge of reviewing these applications, so please give her a copy of anything you are submitting; it's best to do this at least a couple of weeks before the application is due. Also please submit another copy to Randy Malamud.**

Here is summary of these programs, general guidelines, and important dates.

#### *Summer Research Awards Program*

The departmental competition for summer research funds take place once a year, and applications are due on or before **February 1**. Depending on the research budget for each year, we hope to fund several projects annually at \$7,500 each. The purpose of this award is to support a key research or an instructional development project.

Applicants are also required to apply for external funding (from groups such as NEH or ACLS, for example) of at least \$1,500. Please submit, in addition to your departmental proposal, a copy of an application for external funding.

If you receive one of the department's Summer Research Awards, you may keep the full \$7,500 award whether or not you were awarded the external grant for which you applied.

Please note: all grant recipients are required to file a brief (one page) progress report on their funded project by October 1 of the year in which they were funded.

If awarded a summer grant, you may not teach during the Maymester or summer semester, and those who receive Summer Research Awards will not be eligible to re-apply for this grant for a two-year period (i.e., if you received a summer grant in 2001, you may reapply for a summer 2004 award). Also, recipients will be expected to serve as members of the Research Enhancement Committee during the following year.

#### *Application Instructions*

Summer Research Award Applications should contain the following:

1. Title and Project Description (about 2-3 pages).
2. Other Support. A description of other internal or external support for your work that has been received during the last two years; mention other support that is pending.

#### *Review Procedures*

The Research Enhancement Committee reviews all proposals submitted and forwards its recommendations to the Chair of the Department, who makes final approvals.

### ***Review and Award Criteria***

The criteria for review of applications include:

1. Originality of the project.
2. Scholarly significance.
3. Clarity and justification of objective and overall proposal.
4. Feasibility of the project within the time frame outlined.
5. Faculty Rank (i.e., normally the committee tries to award one grant at the Full, Associate, and Assistant levels, with the remaining grants awarded regardless of rank.)

We will announce the awards on or around **March 15**.

### ***Travel Awards***

If the research budget remains healthy, there may be several special travel awards of up to \$1,000 each available to support funding of a research trip to a particular library, museum, archive, or the like. Please note that this funding is *not* for reading a paper at or attending a professional conference. Write a brief memo to the committee explaining your travel needs. Applications may be submitted at any time – awards are given on a first-come first-served basis – but please give the committee as much advanced notice as possible. Because of the College's budget regulations, we can dispense this money only in the summer – though you may make your trip at any time – and only as a supplement to your salary (and therefore taxable).

## ***Professional Leave***

Faculty members interested in applying for professional leave must do so by **February 1** for the following year. Please note that the College of Arts and Sciences policy on professional leave now provides for funded one- and two-semester leaves. Most Released Time requests should follow this route, though the Department may be able to provide an occasional course release for projects and needs not covered by the College program.

**Applications for professional leave must be accompanied by evidence of your application for additional external funding.** Please be sure to keep Dr. Malamud informed of the status of your external grant; these sometimes are awarded late in the academic year, and it is easier for us to handle the complications that may accompany a faculty member's leave – in terms of scheduling and other professional duties – if we have as much advance notice as possible.

Professional leave grants are restricted to senior (tenured) faculty, because junior faculty members receive automatic course reductions during their first years.

Candidates should write a brief letter (about a page) outlining the nature and significance of your research project. Note your preference for whichever specific semester would best accommodate your project. Be sure to spotlight any scheduling changes that would need to be made if you are granted Professional Leave. Also mention how many times you have been awarded Released Time over the past four years.

One may arrange, on occasion, to teach a heavier load during one semester to free up time during the other semester to concentrate on research or creative writing (we used to call this flex time). There is no deadline for applications, although the greater the lead time (a year would be helpful), the better the chances of securing such a schedule. As with all of the department's research programs, your request will be viewed in context of the integrity of our programs, staffing requirements, and scheduling realities, and will be negotiated with the departmental Chair and the Scheduling Committee Chair.

Please note: all grant recipients must file a brief (one page) progress report on their project by October 1 following the period in which they were funded. Recipients will be expected to serve as members of the Research Enhancement Committee.

## ***Questions, Suggestions?***

Please see Randy Malamud.