FDC Written Report
Faculty Meeting March 5, 2018

FDC has met once since the last faculty meeting.

1) We bring forward a motion to the faculty to revise the Junior Faculty Leave Program. First, we propose to change the name of the program to the Pre-Tenure Leave Program. Additionally, we propose that all pre-tenured faculty, with satisfactory progress towards tenure, have the opportunity to receive one Pre-Tenure Leave before tenure consideration in the 3rd, 4th, or 5th year of the 6-year probationary period (as opposed to the current limit of 4 awards per year).

The revised document can be found at the end of this report with deletions crossed out in red and additions in green.

2) The FDC is exploring the implementation of a 3-year pilot program in which all teaching faculty/staff at the University (tenured faculty, pre-tenured faculty, visiting faculty, adjunct faculty, and instructional staff) will have the opportunity to apply for Curriculum Development (CD) and Instructional Development (ID) grants. The current allocation of FDC funds for CD and ID grants is $20,000 and $2,000, respectively. These funds are typically spent in their entirety each academic year, so this change has implications for both non-tenure track and tenure track faculty. Following the pilot program, the 2020-2021 Faculty Development Committee will determine if the changes to the program should continue or if it should return to its current form.

Any changes in these programs will be brought to the faculty for a vote. The FDC is not bringing this forward as a motion at this time and would be happy to respond to any questions or concerns.

Submitted by Brian Brennan, FDC Chair, on behalf of the Faculty Development Committee
**Junior Faculty Pre-tenure Leave Program**

This program is designed to provide a concentrated opportunity for professional development for faculty in the period prior to tenure consideration. All pre-tenured faculty with satisfactory progress towards tenure will have the opportunity to receive one leave before tenure consideration. Up to four such leaves per year may be awarded.

**Eligibility Requirements**

Faculty members at the rank of Assistant Professor become eligible to submit an application for a Junior Faculty Pre-Tenure Leave in the second full year of a regular, tenure-track faculty appointment. (This leave program is not available to those tenure-line faculty members who have yet to complete the terminal degree required for appointment at the level of Assistant Professor.) The last year a faculty member is eligible to apply for this leave is two years before tenure consideration; the last year the leave may be taken, therefore, is in the year before tenure consideration. An untenured faculty member with the standard 6-year probationary period, for example, could apply for a Junior Faculty Pre-Tenure Leave in the 2nd, 3rd, or 4th year at IWU and, if successful, could take the leave in the 3rd, 4th, or 5th year, respectively. Once faculty members have received a leave under this program, they are ineligible to apply for a second Junior Faculty Pre-Tenure Leave. Full salary and benefits are continued during the leave, and the semester on leave will count toward tenure as if it were a regular term—that is, a Junior Faculty Pre-Tenure Leave does not change the projected date for tenure consideration established on initial appointment to the tenure-line faculty.

**Application Guidelines and Requirements**

The proposal should be skillfully written, with the following criteria in mind:

- Proposals should be comprehensible to the non-specialist so as to allow the FDC members to assess the quality, significance, and feasibility of the project.
- Applicants should emphasize the idea or question to be studied, the methodology to be used, and the significance of the work to the scholarly/artistic community.
- Technical or highly discipline-specific content and references, if any, should be included in an appendix or footnotes.

The submitted proposal should supply the following, in the order listed below, with the Major Sections and Sub-Sections clearly labeled, using Times or Times Roman Font, 12 Point, single space and a 1” margin on all sides. All pages excluding cover page and budget page must be numbered consecutively. Please follow this format closely. Proposals that do not adhere to this format may be returned without review.

Please consult exemplary proposals which can be found at https://www.iwu.edu/mellon-center/exemplarygrantproposals.html

1. **Cover Page:** Please use the one-page coversheet provided.

2. **Summary of Project:** Include a summary (150 words or less) of your project suitable for dissemination to the Board of Trustees and the general public. Please do not use footnotes in the summary. Please consider their non-expertise in your field as you write this summary. Include the title, significance, and goals of your project in this summary. (As explained in the Submission...
Procedures and Timetable section, applicants should email a Word copy of this Project Summary to Christine Horner, chorner@iwu.edu.)

3. **Summary of your previous ASD grants** if applicable, list up to the last three ASD grants. For each grant, please give (a) title, (b) date and amount of the award, and (c) end-product achieved (publication or performance). A report on each grant you have received must also be on file in the Mellon Center. The FDC will not consider your present proposal if previous ASD grant reports are not on file.

4. **Narrative:** This section of the proposal should *not* exceed 5 pages in length. It should be divided into the following sub sections.

   A. **End Product.** Please provide a clear description of the end product for the project.

   B. **Artistic or Scholarly Significance of the Project.** This section should discuss:
      
      - The nature of the problem to be examined
      - Artistic or scholarly context (or debate) applicant is addressing
      - The methodology to be used
      - The contribution the applicant expects to make with the work

   C. **Professional Significance of the Project.** This section should describe the importance of the project for the applicant’s professional development, highlighting ways in which the leave will have a major impact on the applicant’s professional development as a scholar or artist.

   D. **Proposed timetable.** Include a timetable for completion of the end product.

   E. **IRB/IACUC Review.** (If your proposed work does *not* involve animal or human subjects, write “Not Applicable” under this heading.) All research involving the use of animals or human subjects must receive approval from the proper institutional review committee. For such research, applicants should describe where their project is in the review process. The FDC must receive notification of approval before a Junior Faculty Pre-Tenure Leave will be granted, although leaves may be recommended to the Provost provisionally, pending the completion of the approval process. See the IWU Faculty Handbook (available at http://www.iwu.edu/provost) for details on policies governing the use of animals or human subjects. IRB application forms are available at www.iwu.edu/irb.

54. **A Brief Vita:** Please include a current vita *not to exceed* 2 pages. Include your educational background, professional positions held, publications or presentations at professional meetings, awards and honors.

65. **Letters of Recommendation:**

   List the names, addresses and email addresses of the two individuals writing your recommendation letters. For the external letter, indicate how you know the individual writing your letter (e.g. collaborator, expert in field, etc.).

   Two letters of recommendation are required by the deadline and will be of considerable importance in the FDC's evaluation of proposals. One letter should come from the direct supervisor, the other from someone external to the institution. It is best to get the external letter from a colleague who knows your work rather than from your dissertation supervisor.
We suggest that you share the following criteria with your supervisor and external referee so they address all the required points. Before sending their letters to the Mellon Center, recommenders are encouraged to share their letters with applicants. Both letters should address and evaluate the:

The applicant’s immediate supervisor should send a letter of evaluation and recommendation to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), by November 1 (or the first weekday thereafter). In cases where the supervisor is outside the applicant’s department, the applicant may designate a recommender who is more familiar with the subject matter. The supervisor's/recommender's letter is an important source of information and a valuable aid in evaluating leave proposals. The supervisor/recommender should provide a critical review of the leave proposal, understandable to the non-specialist, rather than a general endorsement. The FDC asks that the supervisor/recommender include the following in his/her evaluation:

- significance of the leave for the applicant’s scholarly/artistic development
- content of the proposal in the context of the field of study
- proposed methodology or creative approach
- ability of the faculty member to carry the project to a successful conclusion
- the faculty member’s progress towards tenure (If the recommender is not the applicant’s supervisor, a second letter should be submitted to address this point)

FDC encourages supervisors to begin thinking about staffing needs to replace the applicant’s teaching responsibilities. Letters should be sent directly to the Mellon Center on or before the deadline at the following address:

Illinois Wesleyan University Mellon Center
C/o Christine Horner
PO Box 2900
Bloomington, IL 61702

Submission Procedures and Timetable

The deadline for submission is November 1 (or the first weekday thereafter) of the academic year preceding the requested leave. To reduce the use of paper, applicants should submit one double-sided hard copy of their completed applications and all supporting materials to the Mellon Center, 3rd floor, Center for Liberal Arts (CLA). In addition, please email a Word copy of your 150-word “Summary of Project” to Christine Horner, chorner@iwu.edu.

Complete applications (including hard copy of the full proposal and emailed Word copy of the Project Summary) must be received by the deadline for submission.

Incomplete proposals may be returned without evaluation.

Review Procedures and Reporting Requirements

Primary criteria for the awarding of a Junior Pre-Tenure Leave will be:
- the quality of the proposal (underdeveloped proposals will be returned with developmental feedback) (see all requirements specified in Section 4)
• the strength of the **supporting supervisor/recommender’s letters**
• where applicable, the applicant’s record of accomplishment on previously funded ASD grants
• in cases of equally meritorious proposals, priority will be given to applicants in later years of eligibility for this program

The Provost will meet with the FDC and the Associate Dean and will consult with the President before making final recommendations to the Board of Trustees in February.

* A 2-3 page written summary of the completed leave program must be filed in the Mellon Center, 3rd floor, Center for Liberal Arts (CLA), by November 1 (or the first weekday thereafter) of the academic year following the leave.

* It is the applicant’s responsibility to ensure that both recommendation letters are in by the deadline. Incomplete proposals may be returned without evaluation
2017-2018
Junior Faculty Pre-Tenure Leave Application

Name_________________________________________ Your Email: ________________

Department or School______________________________________________________________

First Year Appointed to a Tenure Line_______
Year of Tenure Consideration________________
Have you applied for a Junior Faculty Pre-Tenure Leave before? If yes, when? ____________
Leave Requested for (please check one and fill in the year)

__________ Fall ____________ Spring __________________ of Academic Year ________

• If your proposal is funded, would you be willing for the Mellon Center to use it as an exemplary
  submission in the online Handbook? □ Yes □ No

• Will you use human beings as experimental subjects? □ Yes □ No
  If yes, please submit the appropriate approval notice.
  If you have questions about whether IRB approval or exemption is required for your project, please see the

• Will you use animals as experimental subjects? □ Yes □ No
• If so, have you requested IRB and/or IACUC approval? □ Yes □ No
  If yes, please submit the appropriate approval notice.
  (See the IACUC link to protocol forms at https://www.iwu.edu/associateprovost)

Please complete the following checklist by placing a check mark against each item to ensure that your
application is complete. Incomplete and/or late applications will not be considered be returned
without evaluation.

1. Summary of Project emailed to chorner@iwu.edu) □ Yes □ No
2. Proposal as per format described in Handbook □ Yes □ No
3. A brief Vita □ Yes □ No
4. Supervisor Letter/recommender □ Yes □ No
5. External Letter ____________________________ □ Yes □ No
6. Summary of previous ASD grants have been filed separately with the Mellon Center □ Yes □ No □ NA

Please give name and email address of immediate supervisor.

Name: _______________________________ Email: _______________________________

Please give name and email address of person writing your external letter.
Name: ______________________________