UNIVERSITY of
PUGET SOUND

University Resources

for

Faculty Professional Development

2009-2010

Tacoma, Washington 98416
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2009-2010 University Resources for Faculty Professional Development,
Puget Sound encourages and supports professional development in order to maintain an excellent faculty of teacher-scholars. The *University Resources for Faculty Professional Development* document is prepared by the Office of the Academic Vice President in consultation with the University Enrichment Committee and the Faculty Senate to provide the faculty with ready access to information on resources for continuing professional growth.

**Leaves of all kinds have one single date for application, October 12.** Faculty applying for pre-tenure and regular sabbaticals, fellowships, grants inside or outside the university, or unpaid leaves that would entail being out of the classroom for a semester or more during 2010-2011 need to observe this deadline. The single deadline reduces confusion, allows departments time to plan for curriculum and staffing needs, and allows the deans to manage the faculty replacement process effectively. Other application dates are:

- Martin Nelson Summer Research and Study Grants--November 1
- Faculty Research Grants (UEC)--December 1 and March 1
- Release Time--February 1 for both Fall 2010 and Spring 2011

We are holding these dates constant from year to year; if a deadline date falls on a weekend day, the working due date will be NOON on the immediately following Monday.

**Effective Fall 2009:** If any professional development, including conference participation, involves travel outside of the United States, please read the *University of Puget Sound Policy Governing Faculty, Student, and Staff Travel Abroad to High-Risk Areas*. All requests for professional development awards involving international travel require advance sign-off on a short liability release as part of the application form; please avoid applying for funds after a conference trip.

Faculty who will be putting together files for tenure review in 2009-2010 normally are eligible to seek a sabbatical leave to be taken during the 2010-2011 year. **Consideration for a 2010-2011 sabbatical is possible only if you apply by the October 12 deadline.** Final approval for a sabbatical will not occur until the granting of tenure has been confirmed by the Board of Trustees. All faculty seeking a sabbatical are also eligible to apply for John Lantz Sabbatical Enhancement funds to help support specific project expenses incurred during a sabbatical. Before applying for sabbatical leave, be sure to read the “Eligibility” paragraph of the *Sabbatical Leave* section of this handbook. If you have questions regarding eligibility, please call me (3205).

Current application forms and a budget proposal form for Lantz Enhancement and Nelson Summer requests are available in the Associate Deans’ Office and may be downloaded from the web at: [http://www.pugetsound.edu/dean/ProfDev/toc.html](http://www.pugetsound.edu/dean/ProfDev/toc.html). If you have questions regarding a project that you believe may qualify for funding, please call Associate Dean Sarah Moore (3207).

The Public Health Service (PHS) of the federal government’s Department of Health and Human Services requires us to have in place a *Policy for Responding to Allegations of Scientific Misconduct*. Without such a policy, the university is ineligible to receive, on behalf of faculty, PHS research grants or fellowships. In May 1997 the Professional Standards Committee approved a policy for the university. Copies may be obtained from the Associate Deans’ Office.
Background

The Faculty Code emphasizes the continuing professional growth and development of each faculty member. For example, Chapter I, Part C, Section 1:

"Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, professors devote their energies to developing their scholarly competence."

Similarly, Chapter I, Part D, Section 2D:

"The faculty member's professional development has a direct bearing not only on the person's expertise, but also on the quality and effectiveness of the person's teaching. The university encourages creative work such as research, publication, and performance in the arts."

In addition, professional growth is a major criterion for promotion and tenure.

These expectations place great responsibility upon the university to provide resources for professional growth, within the institution's fiscal capabilities. They also place great responsibility upon each faculty member to use those resources wisely and effectively. Reports are one important way in which recipients can help ensure the effective use of the development funds. Therefore, the submission of the specific reports in a timely manner is an integral part of each grant and a precondition for future allocations.

This document outlines the available resources for professional development, their purposes, application procedures and deadlines, and required reports. Further questions of information or clarification are to be directed either to the dean of the university or the University Enrichment Committee depending on who has jurisdiction over the particular program in question.

Reports submitted in compliance with the programs administered by the University Enrichment Committee will become part of the records of the Committee for its use. Any outside funding including honoraria or expenses are to be subtracted from any Enrichment Committee allocation.
Departmental Travel

Description: As a regular line item in each department budget, the university allocates funds for travel by the full-time faculty for professional development. The funds constitute a departmental travel pool and all full time faculty members are to be involved equitably in the decisions regarding utilization of the funds for the benefit of the individual members, the department and the university. Professional development is broadly defined and would include travel to attend professional meetings, special meetings within the discipline on teaching or research and other professionally related activities. Departments are encouraged to develop guidelines for the distribution of the funds and to expend the funds on an annual basis.

Eligibility: These funds are intended for the use of full-time faculty members. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the department chair in accordance with procedures established by the department. If traveling outside the United States, the appropriate Foreign Travel Waiver documents should be completed and forwarded to the Dean.

Deadline: There is no established deadline, although a department is free to set one.

Reporting: A faculty member receiving such funds shall provide the following reports upon completion of the travel: (1) any invoices or other documentation required by the Accounting and Budget Services Office to substantiate the travel; and (2) a summary memorandum to the department chair outlining the travel activity and derived benefits.
Conference Participation

**Description:** Funds are provided annually for the purpose of supporting faculty travel to professional meetings in which a faculty member is a participant. Faculty who receive a pedagogy travel grant are not eligible for a conference participation grant except insofar as money remains on May 15 to fund second trips (see “Deadlines” below).

Professional meetings are defined to be meetings attended substantially by one's professional peers. Fundable participation in professional meetings may take several forms. A faculty member may receive 100% funding (of allowable expenses up to $1,350 for travel to domestic destinations and up to $1,570 for travel to international destinations) to give a formal presentation of original scholarly work at a professional meeting. (In the arts, a performance or exhibition will be regarded as the equivalent of a presentation of original scholarly work.) The method of presentation may vary among disciplines, but the presentation will be considered for 100% funding if the material presented is equivalent in depth and scope to the standard research presentation in the discipline.

A faculty member may receive funding at 60% for participation in a professional meeting that involves service as a commentator, respondent, discussant, exhibitor, or performer. Funding in this category will be contingent on presentation of evidence of substantial prior preparation for the session in question and of an explanation of the scholarly content of planned participation. A petition to the Enrichment Committee may be made for 100% funding if the faculty member is serving on the board of a professional association or as a program planner.

A faculty member normally will not be funded for a meeting in which her/his participation involves only serving as a chair of a session, organizing a symposium, or serving as a meeting organizer or a member of the executive committee of the sponsoring organization. Presentation of substantially the same paper or performance will be funded only one time. Multiple UPS authors of a paper will be funded to a maximum of $1,350 total ($1,570 total for international destinations) for all co-authors combined.

Percentages and limits will be set annually by the University Enrichment Committee based on expected requests and funds available. Funds may be reserved but will not be distributed until the final report is submitted by the faculty member and, in the judgment of the University Enrichment Committee, the criteria have been met.

**Eligibility:** These funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical assistant or associate professor positions, and faculty holding fulltime three-year assistant professor appointments who are participants in a professional meeting. Up to ten percent of the conference participation funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Faculty on sabbatical...
leave will be eligible for funding on a least cost basis either from Tacoma to the meeting place or from the sabbatical location to the meeting place. Instructors with less than three years of service at the university and non-career, short-term replacements of tenure-line faculty will not be funded. Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** Application for these funds should be made to the University Enrichment Committee, in care of the Office of the Associate Deans (Sarah Moore, Jones 212 or CMB 1020), at least two weeks prior to the date of travel. Forms for this purpose are available from the Office of the Associate Deans and from the university’s web site at [http://www.pugetsound.edu/dean/profdev/](http://www.pugetsound.edu/dean/profdev/).

The following should be included in the initial request for conference participation funds:

1. a completed "Request for Conference Participation Travel Funding" form, including signatures of the participant and the department chair;
2. an abstract or copy of the paper or other scholarly work to be presented;
3. verification of the paper's acceptance. The Committee may approve a conference participation grant on the basis of the first two requirements subject to receipt of the official acceptance of the paper.
4. Foreign Travel Waiver documentation, if applicable.

**Deadline:** Applications for first trips are acted upon in the order received until funds are exhausted. Faculty should be sure to apply by May 15 because invariably funds are exhausted thereafter. Funding of second trips occurs on May 16 if any funds remain in the travel pool. If the amount of money remaining is insufficient to fund all approved second trips fully, second trips will be funded partially, with a funding differential of approximately twenty per cent favoring the applications of untenured tenure-line faculty. For example, depending on the amount of money in the pool, applications of untenured tenure-line faculty might be funded at 80% and others at 60%, or the former might be funded at 60% and others at 40%. The percentages actually used will vary from year to year, depending on funding. Second trip requests should be submitted as early as possible but will not be funded prior to May 16. Third trips will not be funded.

**Reporting:** Grant recipients shall provide the following reports to the University Enrichment Committee (in care of Associate Dean Sarah Moore; Jones 212 or CMB 1020) within thirty days after the conference:

1. Reasonable evidence of his/her participation at the conference, such as a copy of the final conference program or a copy of the paper/scholarly work.
2. A completed "Expense and Reimbursement Record" (available at [http://www.pugetsound.edu/dean/profdev/](http://www.pugetsound.edu/dean/profdev)). Attach original invoices and receipts for all expenses. Be sure to include the airfare receipt and the
conference registration fee receipt. Reimbursement cannot be made for expenses for which original receipts are not presented.
Conference Participation: Pedagogy

**Description:** A small pool of funds is provided to support faculty travel to professional meetings to present papers describing innovations in teaching or other results of their pedagogical activities. Such meetings must be devoted to developments in pedagogy or have special sessions devoted to pedagogy.

Eligibility, funding guidelines and criteria are essentially the same as for regular Conference Participation support, except that there is no funding for faculty serving a discussant function only. Faculty who receive a conference participation travel grant are not eligible for a pedagogy grant except insofar as money remains on May 16 to fund second trips (see the “Deadlines” paragraph of the Conference Participation section of this document).

**Application:** Application for these funds should be made to Associate Dean Sarah Moore (Jones 212 or CMB 1020) on behalf of the University Enrichment Committee, on the same form used to apply for regular conference participation funding.

The following should be included with the application:

1. a completed "Request for Conference Participation Travel Funding" form, including signatures of the participant and the department chair;
2. an abstract or copy of the paper to be presented;
3. verification of the paper's acceptance. The Committee may approve a conference participation grant on the basis of the first two requirements subject to receipt of the official acceptance of the paper.
4. Foreign Travel Waiver documentation, if applicable.

**Deadline:** Applications are acted upon in the order received until funds are exhausted. Faculty should be sure to apply by May 15 because invariably funds are exhausted thereafter. Funding of second trips occurs on May 16 if any funds remain in the travel pool.

**Reporting:** Grant recipients shall provide the following reports to the University Enrichment Committee (in care of Associate Dean Sarah Moore; Jones 212 or CMB 1020) within thirty days after the conference:

1. Reasonable evidence of participation at the conference, such as a copy of the final conference program or a copy of the paper presented, and
2. A completed "Expense and Reimbursement Record" (available at [http://www.pugetsound.edu/dean/profdev](http://www.pugetsound.edu/dean/profdev)). Attach original invoices and receipts for all expenses. Be sure to include the airfare receipt and the conference registration fee receipt. Reimbursement cannot be made for expenses for which original receipts are not presented.
**Cultural Currency**

**Description:** Funds are provided each year for the purpose of supporting faculty members whose professional credibility requires periodic residence in foreign cultures. These funds are to serve the currency of faculty members in the society or societies of their teaching programs and are separate from awards for research. Activities covered by these funds include travel to foreign areas, lodging and meals, tuition for advanced language study, and other relevant costs of maintaining currency in relevant cultures.

**Eligibility:** These funds are intended for use by tenure-line faculty members and instructors, in both cases faculty members who have been in full-time service at the university for at least three years and whose teaching programs include foreign areas in a primary way. One grant of $3,000.00, or more grants at lesser amounts, will be available per year. Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** Application for these funds should be made to the University Enrichment Committee (in care of Associate Dean Sarah Moore, CMB 1020 or Jones 212) via the department chair. The application should include:

1. Completed “Request for Cultural Currency Travel Funding” form [http://www.pugetsound.edu/dean/profdev/](http://www.pugetsound.edu/dean/profdev/) which includes a statement describing,
   - the teaching program to be sustained by the award,
   - the activities planned for the award period,
   - a detailed budget, and
   - the reasons why other funding is unavailable for foreign travel/residence.

2. Foreign Travel Waiver documentation.

Preference will go to deserving applicants who lack other opportunities for such travel/residence, and who can demonstrate clear curricular application of activities supported by the award (which may be during the summer, the winter break, or another block of time, and should involve at least four weeks in the targeted culture).

**Deadline:** Application for cultural currency awards shall reach the committee on or before February 1.

**Reporting:** A faculty member receiving an award for cultural currency shall submit a written report of the activities undertaken by August 31 of the year during which the award was granted. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

The faculty member must also complete the "Expense and Reimbursement Record" (available at [http://www.pugetsound.edu/dean/profdev/](http://www.pugetsound.edu/dean/profdev/)). Attach original receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.
Trimble Asian Studies Professional Development Awards

Description: The Charles Garnet Trimble Fund in Chinese Studies provides funds for the purpose of supporting faculty members whose professional development and credibility requires periodic residence, research, or curriculum development in Asia or Asia-related destinations. Contingent upon receiving such support each year, these funds are designed to enhance the proficiency and currency of faculty members in the society or societies of their curricular offerings or scholarly research. Activities covered by these funds may include travel to foreign areas, lodging and meals, tuition for advanced language study, research and other expenses associated with fieldwork and other relevant expenses. Travel to foreign areas should normally last a minimum of two weeks.

Eligibility: These funds are intended for use by tenure-line faculty members and ongoing instructors whose teaching programs include Asia in a substantive, if not primary way. In keeping with the wishes of the donors, preference will be given to faculty in the Asian Studies Program and to those proposing projects that include study in China or study of Chinese culture and society. Up to four grants generally not to exceed $5,000 each will be available each year for tenure-line faculty. One grant not to exceed $5000 will be available each year for ongoing instructors. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the University Enrichment Committee via the director of Asian Studies using the form available at http://www.pugetsound.edu/dean/profdev/. Per the form’s instructions, the application should address:

1. the teaching or research program to be sustained by the award;
2. the activities planned for the award period;
3. a detailed budget;
4. the ways in which this award will enhance the applicant’s capacity to teach more effectively topics related to Asia in general, and where appropriate, China in particular;
5. Foreign Travel Waiver documentation, and
6. For research that involves the use of human participants, IRB approval notification.
   Please see http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc (Section 3, pages 8-10) for details.

Deadline: Application for Trimble Asia Professional Development Awards shall reach the director of Asian Studies on or before February 1 (one deadline per academic year, for awards in summer or into the next academic year).

Reimbursement: To receive reimbursement, the faculty member should complete the "Expense and Reimbursement Record" (available at http://www.pugetsound.edu/dean/profdev/) within 10 days upon return. Attach original receipts for all expenses and submit to the associate
Reimbursement cannot be made for expenses for which original receipts are not presented.

**Reporting:** A faculty member receiving an award shall submit a written report of the activities undertaken by August 31 of the year the award is granted. The report should be submitted to the director of Asian Studies. The director will forward the report to the associate dean, who will then deliver it to the dean of the university.
Course and Seminar

Description: Funds are provided for the purpose of supporting the enrollment of faculty members in short-term courses or seminars. The objective of such activities should be the extension of established disciplinary expertise or the acquisition of knowledge in a separate but clearly related field. Normally, short courses or seminars offered before or after professional conferences will be funded on a per diem and tuition basis. Travel to the conference should be funded from departmental travel funds or, if applicable, from conference participation funds. To be funded, evidence of substantial work, such as pre-seminar or course reading or post-seminar reports, is required. Course and Seminar funds will support travel to the same course only once every five years.

Eligibility: These funds are intended for the use of tenure-line faculty and faculty holding fulltime three-year assistant professor appointments. Up to ten percent of the course and seminar funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Funding, up to 50% of total allowable expense including travel, tuition, and other per diem expenses up to a maximum of $995 per year, may be requested. (The $995 maximum per year may be used on a single program or several programs.) Instructors and visiting faculty with less than three years of service at the university and non-tenure-line short term replacements of tenure-line faculty will not be funded. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the University Enrichment Committee. Forms for this purpose are available at http://www.pugetsound.edu/dean/profdev. If applicable, also include Foreign Travel Waiver documentation.

Deadline: Because notices of such courses often arrive randomly throughout the year, no specific deadline is set. Application, on a first-come first-served basis, should be made at least sixty (60) days before commencement of the course.

Reporting: A faculty member receiving such funds shall provide the following reports within thirty days after completion of the course or seminar:

1. When the course or seminar is complete, a report of substantial nature will be provided. It should include a summary and critical review of the course content, an outline of the professional growth and development as a result of the experience and an explanation of the impact of the course in his/her future teaching and/or professional advancement. The report should be submitted by the faculty member to the University Enrichment Committee through the
Office of the Associate Deans. Upon acceptance of the report, funding will be released.


3. Attach original invoices and receipts for all expenses and submit to the Office of the Associate Deans. Be sure to include the airfare receipt and the conference registration fee receipt. Reimbursement cannot be made for expenses for which original receipts are not presented.

**Special Provisions:** Faculty completing such courses or seminars are encouraged to share the results formally with their colleagues.
Release Time

**Description:** Funds are available for the purpose of providing up to five faculty members with a reduction of one unit in their teaching load during the academic year. The activities for which released time may be granted include scholarly research, writing, or professional development. The released unit is not intended for course development since this is a continuing function of all faculty members. Neither is the release unit intended to supplement a sabbatical or other full leave. Released time is subject to the ability of the department to provide coverage for a released unit or find suitable supplementary staff.

**Eligibility:** All tenure-line faculty are encouraged to apply, especially those who have not had a release unit within the past three years. Faculty are eligible to receive only one release unit in any given year. Faculty already awarded a release unit will not be awarded a second release unit for work on the same project.

Because release units support professional development and are intended to lead to future scholarly productivity, faculty who plan to retire or leave the university in the year following receipt of a release unit should not apply. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding.

**Application:** Application for these funds should be made to the University Enrichment Committee via the department chair using forms available at [http://www.pugetsound.edu/dean/profdev](http://www.pugetsound.edu/dean/profdev). The application consists of:

1. Completed Application Form, signed by the applicant and the department chair.
2. Applicant’s statement (2-3 pages) specifying:
   a. project abstract
   b. objectives of the release time
   c. activity(ies) for which the release is requested and a research and writing timeline
   d. an explanation of the necessity of released time for this activity
   e. professional goals and anticipated outcomes
   f. course to be deleted from the faculty member's load
3. Covering Memorandum from the department chair, evaluating the feasibility of the project, recommending approval or disapproval, verifying the course to be deleted, and indicating whether a replacement is necessary.
4. For research that involves the use of human participants, please include IRB approval notification. See [http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc](http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc) (Section 3, pages 8-10) for details.

*Materials other than those specified are not desired.*
The chair should forward the application with the chair’s covering memorandum to the associate dean, who will present the application to the University Enrichment Committee. The Committee will rank the proposals and will forward the proposals to the Office of the Dean for final approval based on curricular and budgetary considerations.

**Deadline:** Applications for released time are due February 1, 2010 for both fall 2010 and spring 2011.

**Reporting:** Faculty receiving release time shall provide a written report of the activities undertaken. This report shall be accompanied by a manuscript, research report, or their equivalent. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. All release time reports are due by August 31 of the academic year during which the release unit was taken.
Burlington Northern Curriculum Development

**Description:** An endowment created by the Burlington Northern Company provides funds to assist faculty with curriculum development. These funds recognize that changes in disciplines and in student interests frequently necessitate development of new courses or new approaches to course materials. Requested funds might provide summer stipends (normally at a rate of $500 per week of full-time work), and funds for modest travel or needed materials. Burlington Northern does not pay for release time.

**Eligibility:** These funds are available to all full-time faculty members. Preference is given to proposals involving team-taught or other inter-disciplinary courses, courses that are likely to enhance particularly the effectiveness of the core curriculum, or other kinds of innovative courses. These funds are not intended to be used for customary revisions of existing courses, preparation to teach an existing course, or normal development of a course in a faculty member’s primary discipline. Such revisions are a part of the usual teaching duties and reflect the ongoing changes which occur routinely in any discipline. Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** A detailed proposal should be submitted to the associate dean (who will forward the application to the dean of the university), via the department chair.

The proposal should outline in detail the course to be developed and its place in the context of major changes in the discipline. A timetable for completion of the project and a budget for fund expenditure also should be included.

In forwarding the proposal, the chair should address the significance of the proposal to the academic program at both the department and university levels. The forwarding letter also should assess the likelihood of attainment of the proposal's goals.

If applicable, please include the appropriate Foreign Travel Waiver documentation.

**Deadline:** Proposals may be submitted at any time, with the special provision that proposals for summer work must be submitted by April 1 of the year in which the work is to be done.

**Reporting:** Upon completion of the project a report, including a copy of the new or revised course syllabus, shall be submitted. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

A final report on all financial expenditures shall accompany the course syllabus.
Enrichment

Description: Funds are provided to the dean of the university for the purpose of assisting faculty who wish to undertake projects not covered by the other faculty professional development programs described in this document. Such projects might involve the development of new teaching skills, the redesign of courses, the augmentation of disciplinary expertise, or the expansion into new areas on the part of those changing directions in their professional careers. Faculty undertaking projects which might be funded through other programs should apply to those programs first.

Eligibility: These funds are intended for the use of full-time faculty. Please see policy statement and documentation required for university support of travel outside the United States.

Application: The applicant should prepare a written proposal for the project he/she wishes to undertake; prior discussion with the department chair is recommended. The proposal should include a description of the project and a specific indication of the level of support requested from the University. The proposal should be submitted to the chair for evaluation of the project. The chair should then forward all materials to the dean who shall make final decisions on the disbursement of funds.

1. If applicable, please include the appropriate Foreign Travel Waiver documentation.

2. For research that involves the use of human participants, please include IRB approval notification. Please see http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc (Section 3, pages 8-10) for details.

Deadline: Proposals may be submitted to the dean at any time.

Reporting: Faculty receiving such funds shall provide the following:

1. any invoices or other documentation required by the Accounting and Budget Services Office to substantiate expenditure claims;
2. a report summarizing funded activities and assessing their value. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

Special Conditions Faculty receiving enrichment funds agree to return to the university for at least one year following the use of the funds or to reimburse the university for all funds received.
Faculty Research

Description: In order to enhance faculty professional expertise in one’s field and enrich the academic environment, funds are provided for the purpose of supporting faculty research.

The funds may support any of the following research activities: travel; per diem for living expenses while away from the university and engaged in research; supplies and equipment; copying; interlibrary loan and library electronic document delivery services; payment, when necessary, to secure human subjects; and student assistants. Typing and publication costs are considered for funding when there is evidence of readiness for publication. The committee will consider requests for page charges. If potentially large page charges are foreseen for work in progress, authors are encouraged to seek outside funding for these expenses.

These funds are not intended for course development or sabbatical-related expenses. Burlington Northern funds may be sought for curriculum development support and the John Lantz Sabbatical Enhancement Award program is the appropriate source of funding for sabbatical research and travel. The exception is that recipients of pre-tenure sabbaticals (e.g., Martin Nelson, Mellon, Hall, or Trimble Pre-tenure Sabbatical Fellowships) may apply for funds from this faculty research pool to support sabbatical research and travel expenses.

Additional items not funded include completion of degree work, salary for the researcher, curriculum development unless that development is an integral part of the research problem, or payment to those book publishers that routinely require subsidies from authors as a condition of publication.

Judgments are based upon peer evaluations of the proposals submitted.

Eligibility: Research funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical assistant or associate professor positions, and faculty holding fulltime three-year assistant professor appointments who are actively engaged in scholarly research. Up to ten percent of the research funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Instructors with less than three years of service at the university and non-tenure-line, short term replacements of tenure-line faculty will not be funded.

An application from a faculty member in the last year of service to the university will not normally be considered for a grant unless the project is to be completed by the end of his or her final contract year.

Eligible faculty in the early stages of a project are especially encouraged to apply. In addition, the committee will not normally consider new
proposals from faculty members who have not closed out and completed the reporting requirements for previous grants.

Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** Application for these funds should be made to the University Enrichment Committee using forms available at [http://www.pugetsound.edu/dean/profdev](http://www.pugetsound.edu/dean/profdev). One single hard copy of the proposal is to be provided, including the following:

1. the cover sheet with all pertinent information, budget summary, and signatures;
2. 100 word abstract;
3. background information and specific objectives of the proposed project;
4. methods by which project objectives are to be attained with appropriate references;
5. an itemized budget, including brief explanations for expenses;
6. Foreign Travel Waiver documentation, if applicable; and
7. For research that involves the use of human participants, IRB approval notification. Please see [http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc](http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc) (Section 3, pages 8-10) for details.

**Evaluation:** In evaluating each proposal, the committee will apply the following criteria:

1. Proposals relating to a faculty member's professional discipline are eligible for funding, and the research should be clearly related to improving the faculty member's professional abilities within his/her discipline. Basic and applied research in any field and performances and exhibitions in the arts are given equal consideration where performance or exhibitions would serve the same purpose as basic research and are developed for the first time.

2. The quality of such a project should lead to scholarly publication, performance, or exhibition.

3. Project goals should be attainable within the two-year time limit. Requests for the same or similar projects will not be funded more than twice.
4. If other funds or compensation are derived as a result of the project, faculty research grants will not be awarded.

5. Preferential consideration will be given to fundable projects from new applicants when resources are not sufficient to meet all requests.

6. The limit for each grant requested is $2,000.00; however, the limit may be exceeded in unusual and convincing situations. Within any grant, no more than $600.00 will be allocated for per diem expenses when the recipient must relocate to conduct the research in a different geographic area for an extended period of time. The use of a student assistant, up to 100 hours, may be requested. Students are paid an hourly rate in accordance with standard student employment policies and procedures.

7. A faculty member’s past record of awards will be considered in the evaluation process.

**Deadline:** Early proposals are due December 1, and awards will be announced by December 15. Spring proposals are due March 1, and awards will be announced by March 21.

**Budget Adjustment:** Any deviation in expenditures from the approved budget must receive the approval of the University Enrichment Committee. Send such requests in care of the Associate Dean, Sarah Moore, Unapproved cost overruns are the responsibility of the grantee. Costs in need of careful monitoring by the grantee include expenses for equipment and interlibrary loan charges.

**Reporting:** Faculty receiving such funds shall provide the following reports:

1. any invoices or other documentation required by the Accounting and Budget Services Office to substantiate expenditures made against the grant account;
2. a written progress report to the University Enrichment Committee by August 31 immediately following the fall or spring term in which the grant is received; and
3. a final report or progress report to the University Enrichment Committee by August 31 of the subsequent year, containing a detailed financial accounting and a copy or description of the project's results.
   - If the project is not completed by August 31 of the subsequent year, faculty may request a grant extension. See section titled “Request for Deadline Extension: University Research Funds” in this document.
   - All unspent funds of two-year old accounts will be reclaimed and allocated for future requests unless a grant extension is filed and approved by the UEC.
Other Details:

1. Student assistance authorized by a research grant must be processed through the director of student employment before any work is done. Secretarial support, beyond normal duties by university secretary, must be authorized by the director of human resources before any work is done.

2. Equipment, books, slides, music or other such non-expendable materials purchased with research funds become part of the resources of the department or the university library upon completion of the project.
Request for Deadline Extension: University Research Funds

Description: To ensure the best use of limited resources, all unspent university research funds will be reclaimed after the date that the final report is due (see the “Reporting” section in the description of Faculty Research funding in this document). As stated, these are “starter funds,” intended to assist faculty in initiating new lines of research. This goal is best achieved when research funds are supporting active projects.

In exceptional cases, the University Enrichment Committee will consider extension of this deadline beyond the deadline.

Eligibility: Faculty who have met the reporting requirements for all university funds they have received are eligible to apply for an extension.

Application: Application for an extension should be made to the University Enrichment Committee using the form available from the university’s web site at http://www.pugetsound.edu/dean/profdev. A completed application will include:

(1) the cover sheet with all pertinent information and signatures;
(2) a discussion of the reason(s) the project goals were not attainable within the time limit;
(3) a revised timetable for completion and reporting;
(4) the original project proposal for which funding was received.

Deadline: The extension request must be received by August 31st of the same year the final report was to have been completed.
Laptop Computers

The University Enrichment Committee and Technology Services have provided a limited number of laptop computers to support faculty research. For 2009-2010, three laptop computers will be available, one for short-term and two for long-term use.

1. The laptops are for faculty use only.

2. The laptops are to be used in connection with faculty research generally, and with the faculty development programs supported by the University Enrichment Committee.

3. The laptop available for short-term use may be reserved for a maximum of ten days. Reservations will be accepted on a first come, first served basis by the Instructional Technology media desk in the basement of Collins Library (ext. 3963 or email media@edu). The laptop may be reserved in advance.

4. The two laptops available for long-term use (for periods of time typically not exceeding one semester or one summer) are secured through competitive application to the University Enrichment Committee. Procedures and deadlines are the same as those governing faculty research grants. Technology Services will be notified by UEC of who is authorized to use the machines, and arrangements to pick them up may be made there. Machines not on long-term loan are available for short-term use.
Martin Nelson Awards for Summer Research or Study

Description: The Martin Nelson Summer Awards for Research or Advanced Study provide stipends and expenses to faculty so that they may pursue research or scholarly study during the summer months, free from other gainful employment. These awards of up to $4000.00 each are intended to replace income (maximum $3,000.00) and expenses to support faculty in their continued development in teaching and scholarship through further research or study in their disciplines.

These awards have been provided from an endowment established by an anonymous donor, who recognized the central role played by the faculty in developing the excellence of the university. The donor was especially desirous of supporting the summer research or study activities of faculty. In this way there will be a continuing growth of the faculty's mastery of their teaching fields, thereby contributing directly to excellence in undergraduate teaching which produces men and women of genuine understanding. Faculty may apply for Martin Nelson Summer Awards to support projects using technology in teaching, assuming the project meets the above expectations.

The awards are to be used by senior faculty to continue developing their abilities as teachers through further research or study. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers of undergraduates, should show that the proposed projects will strengthen their specific abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

The review of all applications and the selection of award recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by the chair in assessing the project's significance to the discipline and to the university's educational program.

Eligibility: To be eligible for the Martin Nelson Summer Award, you must be a tenure-line faculty member, or an assistant professor holding a fulltime three-year appointment, with at least one year of service at the University of Puget Sound as of September 1 preceding the proposed summer research or study, and be recognized for outstanding teaching and professional growth. Faculty are eligible to receive a Martin Nelson Summer Award no more often than every third year.

Please see policy statement and documentation required for university support of travel outside the United States.

Application: A complete application for the Martin Nelson Award for Summer Research or Study shall consist of:
1. Evidence of teaching excellence.

2. A written statement. Describe a manageable project with clear focus for summer research or study which includes a clear explication of the direct relationship of the project to your teaching, service in the department and the University. Strong university service is an expectation of persons with five or more years at the university. If you plan to be at another university or research institution as a part of the summer program, a letter of agreement regarding the assignment must be included.

3. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.

4. A budget. Prepare an itemized budget with explanatory notes designating the amount of the stipend and expenses related to the research or study such as costs for transportation, per diem, registration fees, research materials, supplies, books or other items. Use the “Lantz and Nelson Budget” form available at http://www.pugetsound.edu/dean/profdev.

5. A chair evaluation and recommendation. Please ask your department chair to submit a letter of recommendation evaluating the proposal and indicating how the proposed research or study fits into the goals of the department. This material is to be sent directly to the dean of the University.

6. Foreign Travel Waiver documentation, if applicable.

7. For research that involves the use of human participants, please include IRB approval notification. Please see http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc (Section 3, pages 8-10) for details.

8. Limit the length of your application, including written statement and supporting documents (except the chair’s recommendation, Foreign Travel Waiver documentation and IRB documentation), to five pages. Materials other than those specified are not desired.

If there are more applications than awards, faculty without leaves, Nelson or Lantz awards within the past two years will be given preference.

**Deadline:**

The completed application for the Martin Nelson Award for Summer Research or Study is to be sent to the associate dean by November 1 of the year preceding the summer in which the research or study is to be undertaken. Award recipients will be announced on or before December 8.
Reporting: Upon completion of your summer work, due no later than August 31, please submit a written report that describes in detail what you accomplished during the summer in terms of achieving the goals and objectives outlined in your original application, and that provides a general accounting of expenditures. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

Special Conditions: If you receive the Martin Nelson Award for Summer Research or Study you must agree to return to the university for a period of at least one year after the conclusion of the summer work, or to repay the university for all funds received as a part of the award.
Sabbatical Leave

Description: Funds are allocated annually to support faculty leaves of absence for purposes of professional growth which will enhance an individual's effectiveness as a teaching scholar. Faculty may elect a half-year's leave with full salary or a full-year's leave with half salary. Benefits will be continued but may be adjusted as mandated by law or policy, (e.g., social security taxes and retirement annuity which are based on actual earnings.)

Eligibility: Sabbatical leaves, as the name implies, may be granted for tenured faculty once in every seven-year period of full time employment. To be eligible for a sabbatical leave, a faculty member must hold tenure at the time the sabbatical is granted and must have completed six years of full time teaching at the University of Puget Sound since joining the faculty or since the completion of the academic year in which the last sabbatical leave occurred. One semester of leave fully supported through competitive external funding or through competitive internal grants or fellowships may be included in the calculation of semesters of teaching for purposes of sabbatical application. Time spent on leave without pay or on sick leave for any extended period will not normally be credited toward the service requirement. Units allocated to administrative duties or units of released time granted through recognized university programs are considered a normal part of a faculty member’s full time responsibilities within the expectation of full time teaching. If a faculty member does not apply for a sabbatical leave when first eligible, the faculty member retains eligibility but does not accumulate service toward an additional sabbatical at a later point.

Application: Application for a sabbatical leave is made to the dean of the university via the department chair. Forms for this purpose are available at http://www.pugetsound.edu/dean/profdev. The application should include the following:

1. a completed and signed Leave Application form;
2. a detailed outline of the professional activity to be undertaken, specifying precisely the expected outcome;
3. a clear statement of the place this leave activity will fill in the faculty member's long-term professional growth;
4. Foreign Travel Waiver documentation, if applicable, and
5. for research that involves the use of human participants, please include IRB approval notification. Please see
Limit the length of your written application (items 2 and 3 above) to five pages. In transmitting the leave request, the chair will

1. recommend approval or disapproval;

2. assess professionally the value of the proposed activity to the faculty member, the department, and the university; and

3. state what replacement will be necessary. Applications are awarded on the basis of the needs of the department or the university and the value of the applicant's proposed project.

Deadline: Applications must be submitted to the associate dean by October 12 of the year preceding that in which the sabbatical leave is to be taken.

Reporting: Upon completion of your sabbatical fellowship, due no later than August 31 of the year during which the leave was taken, please submit a written report that outlines in sufficient detail what was accomplished during this leave and what benefits likely will accrue to the department or university from the leave. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

Special Conditions: A faculty member receiving a sabbatical leave agrees to return to the university for at least one year following the leave or to reimburse the university for all funds received.

A professional leave funded in whole or in part by the university is designed to provide the time necessary for the individual faculty member to pursue intellectual growth and development within her/his field. Consequently, such a leave is not to be used for other employment.
John Lantz Senior Fellowship for Research or Advanced Study

Description
John Lantz Senior Fellowships for Research or Advanced Study provide funds to extend regularly-scheduled sabbatical leaves to a full academic year at full pay. Recipients whose research or study interests require extensive travel or other unusual costs may elect to receive funds up to $15,000 in lieu of the leave extension.

These fellowships have been provided from an endowment established by an anonymous donor, who recognized the central role played by the faculty in developing the excellence of the university. The donor was especially desirous of supporting faculty research or advanced study in a way that would strengthen the kind of teaching that produces men and women of genuine understanding.

The fellowships are to be used by senior faculty to continue developing their abilities as teachers through further research or study. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers, should show that the proposed projects will strengthen their specific abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

The review of all applications and the selection of award recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by referees in assessing the project's significance to the discipline and to the university's educational program.

Eligibility
To be considered for a John Lantz Senior Fellowship, you must be eligible for a sabbatical leave during the next academic year, and must be recognized for outstanding teaching, professional growth and service to the university. Faculty who received a Pre-tenure Sabbatical Fellowship within the previous six years are not eligible for a Lantz Fellowship. Faculty who previously received a John Lantz Sabbatical Fellowship are eligible to apply for another and the inherent quality of the application is the primary determining consideration in the selection process. However, among competing applications of equal quality, preference is given to faculty who have not previously received a John Lantz Sabbatical Fellowship. Faculty who have previously received two Lantz Fellowships are unlikely to be funded for a third award in direct succession to the prior funded leaves.

Please see policy statement and documentation required for university support of travel outside the United States.
Application

A completed application for a John Lantz Senior Fellowship shall include:


2. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.

3. A written statement. Describe your plan for using the fellowship which includes a clear explication of the direct relationship of the project to your teaching and service in the department and the university. An explanation of the need for a full year in which to work on your project is required. If you plan to be at another university or research institution as a part of the sabbatical, a letter of agreement regarding the assignment must be included.

4. A written statement of professional goals. Describe how the fellowship will further your professional goals for the next three to five years and the contribution the fellowship will make to your teaching, professional growth and university service. Strong university service is an expectation of persons with five or more years at the university.

5. Evidence of teaching excellence.

6. A budget. If funds are requested in lieu of a leave extension, prepare an itemized budget with explanatory notes. (Use the budget proposal form.)

7. If you have received a Lantz Fellowship previously, please include a brief description of what was accomplished with the support of that award.

8. Foreign Travel Waiver documentation, if applicable.

9. For research that involves the use of human participants, please include IRB approval notification. Please see [http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc](http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc) (Section 3, pages 8-10) for details.

10. A chair evaluation and recommendation. Please ask your department chair to submit a letter evaluating the project and indicating how the requested fellowship fits into the goals of the department or school. This material is to be sent directly to the dean of the university.

11. Letters from two or three colleagues. Please have two or three colleagues comment on your accomplishments as a teacher and scholar, on your service to and impact upon the university, and on
the strength of your proposed project. These letters are to be sent directly to the dean of the university.

12. **Limit the length of your application, including written statement and supporting documents (excluding the chair's recommendation, colleagues' letters, Foreign Travel Waiver forms, and IRB documentation), to five pages.**

_Materials other than those specified are not desired._

**Deadline:**

The completed application must be submitted to the associate dean no later than October 12 of the year preceding the academic year in which you propose to use the fellowship. Fellowship recipients will be announced on or before December 8.

**Reporting:**

Upon completion of your sabbatical and fellowship year, due no later than August 31 of the year during which your leave was taken, please submit a written report that outlines in detail what you accomplished during the year in terms of achieving the goals and objectives you outlined in the original application and that provides a general accounting of expenditures, if any funds were a part of the award. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

**Special Conditions:**

If you receive a John Lantz Senior Fellowship for Research or Advanced Study, you agree to return to the university for a period of at least one year following the conclusion of the fellowship, or to repay the university for all funds received during the period of the fellowship. Compensation received from another institution is subject to the same rules under sabbatical leaves.
John Lantz Sabbatical Enhancement Awards

Description: Several John Lantz Sabbatical Enhancement Awards are available each year. These awards enable faculty to spend all, or a portion, of a sabbatical leave period away from the university. The awards may be used for moving expenses, rent supplements, or special research costs which cannot be covered by other faculty professional development funds.

These awards have been provided from an endowment established by an anonymous donor, who recognized the central role played by the faculty in developing the excellence of the university. The donor was especially desirous of supporting faculty research or advanced study during a sabbatical period as a way to strengthen the kind of undergraduate teaching which produces men and women of genuine understanding.

The enhancement awards are to be used by senior faculty to continue developing their abilities as teachers through further research or study. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers of undergraduates, should show that the proposed projects will strengthen their specific abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

A separate application for a Lantz Sabbatical Enhancement Award is necessary, even if an application for a John Lantz Senior Fellowship or a regular sabbatical has been submitted. An Enhancement Award is not contingent upon application for a Senior Fellowship, nor does receipt of a Lantz Senior Fellowship preclude an Enhancement Award.

The review of all applications and the selection of award recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by the chair in assessing the project's significance to the discipline and to the university's educational program.

Eligibility: To be eligible for consideration, you must be eligible for a sabbatical leave during the following academic year, and be recognized for outstanding teaching, professional growth and service to the university. You do not need to have tenure on September 1 of the year in which you apply for the John Lantz Sabbatical Enhancement Award.

Please see policy statement and documentation required for university support of travel outside the United States.
Application: A completed application for the John Lantz Sabbatical Enhancement Awards shall include:

1. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.

2. A written statement. Describe your plan for the sabbatical leave which includes a clear explication of the direct relationship of the project to your teaching and service in the department and the university. An explanation of the need for funds for your project is required. If you plan to be at another university or research institution as a part of the sabbatical, a letter of agreement regarding the assignment must be included.

3. A written statement of professional goals. Describe how the requested funds will further your professional goals for the next three to five years and the contribution the award will make to your sabbatical leave and your teaching, professional growth and university service. Strong university service is an expectation of persons with five or more years at the university.

4. Evidence of teaching excellence.


6. Foreign Travel Waiver documentation, if applicable.

7. For research that involves the use of human participants, please include IRB approval notification. Please see http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc (Section 3, pages 8-10) for details.

8. A chair evaluation and recommendation. Please ask your department chair to submit a letter of recommendation evaluating the proposal and indicating how the use of the requested funds fits into the goals of the department or school. This material is to be sent directly to the Dean of the university.

9. Limit the length of your application, including written statement and supporting documents (excluding the chair’s recommendation, Foreign Travel Waiver documentation, and IRB documentation), to five pages.

   Materials other than those specified are not desired.

Deadline: The completed application must be submitted to the associate dean no later than October 12 of the year preceding the academic year in which
you propose to use the award. Award recipients will be announced on or before December 8.

**Reporting:**

Upon completion of your sabbatical, please submit a written report that outlines in detail what you accomplished during the sabbatical in terms of achieving the goals and objectives you outlined in the original application and that provides a general accounting of expenditures. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. The report is due by August 31 of the academic year during which the grant was awarded.

**Special Conditions:**

If you receive a John Lantz Sabbatical Enhancement Award, you agree to return to the university for a period of at least one year following the conclusion of the sabbatical, or to repay the university for all funds received. Compensation received from another institution is subject to the same rules under sabbatical leaves.
Pre-tenure Sabbatical Leaves

Description:  Pre-tenure sabbatical leaves provide full-semester leaves to untenured faculty holding tenure-line positions.

Supported by a grant and several endowed funds, these fellowships recognize the central role played by the faculty in developing the excellence of the university. The primary donor of one of the endowed funds, named in honor of long-time faculty member Martin Nelson, was especially desirous of supporting the scholarly activity of faculty at an early stage in their careers when they are defining the balance between their roles as teachers and as scholars, thereby contributing directly to excellence in undergraduate teaching which produces men and women of genuine understanding. Subsequently, additional donors have added funds to support these same goals.

The fellowships are to be used by pre-tenure faculty to enhance their abilities as teachers through further scholarship. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers of undergraduates, should show that the proposed projects will strengthen their specific teaching abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

The review of all applications and the selection of fellowship recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by referees in assessing the project's significance to the discipline and to the university's educational program.

Sabbatical recipients may also apply for a University Enrichment Committee Faculty Research grant to help cover research expenses they anticipate incurring while on sabbatical. See the section entitled Research for a description and deadlines.

Eligibility:  To be eligible for consideration, you must be a full-time untenured tenure-line faculty member with at least two years of service at the University of Puget Sound as of September 1 in the academic year of application, be recognized for a strong commitment to undergraduate teaching and show promise of productive scholarly research. If you receive a pre-tenure sabbatical you are ineligible to apply for a Lantz Fellowship for six years.

Please see policy statement and documentation required for university support of travel outside the United States.

Application:  A completed application for a pre-tenure sabbatical shall include:

2. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.

3. A written statement. Describe your plan for using the fellowship which includes a clear explication of the direct relationship of the scholarly project to your developing role as a teacher and to your service to the department and the university. If you plan to be at another university or research institution as a part of the sabbatical, a letter of agreement regarding the assignment must be included.

4. A written statement of professional goals. Describe how the fellowship will further your professional goals for the next three to five years and the contribution the fellowship will make to your teaching, professional growth and university service.

5. Evidence of teaching excellence.

6. A chair evaluation and recommendation. Please ask your chair to submit a letter of recommendation evaluating the project and indicating how the requested fellowship fits into the goals of the department. This material is to be sent directly to the dean of the university.

7. Letters from two or three colleagues. Please have two or three colleagues comment on your accomplishments as a teacher and scholar, on your service to and impact upon the university, and on the strength of the proposed project. These letters are to be sent directly to the dean of the university.

8. Foreign Travel Waiver documentation, if applicable.

9. For research that involves the use of human participants, please include IRB approval notification. Please see http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc (Section 3, pages 8-10) for details.

10. **Limit the length of your application, including written statement and supporting documents (excluding the chair's recommendation and colleagues letters, Foreign Travel Waiver documentation, and IRB forms), to five pages.**

    *Materials other than the above are not desired.*

The selection committee evaluates the applications as submitted in terms of the criteria articulated above: strength of the proposed project, evidence of teaching effectiveness, and promise of the proposed project to strengthen teaching abilities and to enhance the candidate’s
contribution to department and university. The committee, in making this assessment, takes into consideration both the written material prepared by the candidate and the supporting evaluations provided by the department chair and colleagues.

**Deadline:**
The completed application must be submitted to the associate dean no later than October 12 of the year preceding the academic year in which one proposes to use the fellowship. Fellowship recipients will be announced on or before December 7. Applicants who intend to apply for a grant assisted or unpaid leave to complement the pre-tenure sabbatical to yield a full year’s leave should include their application for this second type of leave at the same time as applying for the pre-tenure sabbatical.

**Reporting:**
Upon completion of the sabbatical, please submit a written report that outlines in detail what was accomplished during the year in terms of achieving the goals and objectives outlined in the original application. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. Reports are due by August 31st of the sabbatical year.

**Special Conditions**
If you receive a pre-tenure sabbatical, you agree to return to the university for a period of at least one year following the conclusion of the fellowship, or to repay the university for all funds received during the period of the fellowship. Compensation received from another institution is subject to the same rules under sabbatical leaves.
Grant-Assisted Leave

**Description:** Funds will be allocated, on an ad hoc basis, to provide partial support for faculty who have obtained external grants or fellowships for scholarly or professional development. Such funds will allow the university to continue during the leave benefits for which the person is eligible, subject to necessary adjustments, (e.g., social security taxes, which are based on actual earnings).

**Eligibility:** These funds are intended for tenure-line faculty. Please see policy statement and documentation required for university support of travel outside the United States.

**Application:** Along with applying to an external funding agency for a grant or fellowship, a faculty member should submit to the associate dean, via the department chair, an application including the following:

1. A completed and signed Leave Application form available at http://www.pugetsounds.edu/dean/profdev; as well as the appropriate Foreign Travel Waiver documentation (if applicable);

2. A full description of the proposed project; and

3. Identification of the agency, amount of the grant or fellowship, and the period of the grant.

4. For research that involves the use of human participants, please include IRB approval notification. Please see http://www2.pugetsound.edu/dean/irb/docs/irbdoc.doc (Section 3, pages 8-10) for details.

Upon receipt of the award, a copy of the award letter shall be forwarded to the Office of the Dean from which financial arrangements will be coordinated.

**Deadline:** Application to the dean must be made no later than October 12. While the outside funding agency may not have made a final award decision by October 12, the notice of application is needed by this date.

**Reporting:** Upon completion of the leave, due no later than August 31 of the year the leave is taken, the faculty member shall provide a written report that summarizes the leave activities and assesses their long-term place in his/her professional development. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. If the funding agency requires a summary report, a copy of that report will suffice.
Special Conditions: Faculty receiving such university assistance agree to return to the university for at least one academic year or to reimburse the university for all such assistance. Compensation received from another institution would be subject to the rules under sabbatical leaves.
Unpaid Leave

Description: Leaves of absence may be granted to faculty for purposes of professional development. Normally the university undertakes no financial support for faculty in such cases, nor does it continue customary benefits. However, faculty may elect to continue most benefits at their own expense.

Eligibility: These leaves are available to full-time faculty. A leave will normally be approved if it will enhance professional development and will improve the departmental academic program or will result in the completion of a terminal academic degree. The maximum duration for an unpaid leave is one year.

Application: Application for an unpaid leave is made to the dean of the university, via the department chair. Forms for this purpose are available in the Office of the Associate Deans and on the web at http://www.pugetsound.edu/dean/profdev. The application will specify:

(1) the term of the leave;

(2) the purpose of the leave in sufficient detail; and

(3) an explanation of the contribution such a leave will make to the faculty member's growth.

In transmitting the application, the chair will

(1) recommend approval or disapproval;

(2) assess the value of the leave activity to the individual, department, and university; and

(3) state what replacement is necessary.

Deadline: Applications for unpaid leaves should arrive in the Office of the Dean no later than October 12 of the year preceding that in which the leave is to be taken.

Reporting: Upon completion of the leave, the faculty member shall provide a written report that summarizes the leave activities by August 31 of the year during which the leave occurred. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.
President Discretionary Fund

Description: An endowment has been established by the Hewlett Foundation which provides a Presidential Discretionary Fund designated for faculty and curricular development, and institutional self-renewal. The principal uses of the Presidential Discretionary Fund are faculty and curriculum development, including instructional methods. Income may also be used for other renewal activities, such as staff development of management improvement. Funds may be used for planning and evaluation studies, experimentation, and program initiation. Faculty undertaking projects which might be funded through other programs should apply to those programs first.

Eligibility: The use of the Presidential Discretionary Fund is restricted to the undergraduate liberal arts program. Full time faculty and senior staff are eligible to apply.

Application: Proposals will be accepted from individual faculty, groups of faculty, departments, committees, or senior administrators. A proposal for the project to be undertaken should be written after discussion with the chairs of any departments involved. The proposal should include a description of the project and a specific indication of the level of support requested from the university. (The proposal should be submitted to appropriate department chairs for evaluation of the project). All materials, including an evaluation by appropriate chairs, should be submitted to the President, who will make the final decision on the disbursement of funds.

Deadline: Proposals may be submitted to the President at any time.

Reporting: A faculty member, groups of faculty members, departments, committees, or senior administrators receiving such funds shall provide the following:

1. any invoices or other documentation required by the Business office to substantiate expenditure claims;

2. a report to the President upon completion of the project summarizing funded activities and assessing their value. Assessment by department chairs should be provided if appropriate.

Special Conditions: Presidential Discretionary Fund recipients agree to return to the university for at least one year following the use of the funds or to reimburse the university for all funds received.