

MEMORANDUM

November 26, 2014

From: Mark Peceny, Dean, College of Arts and Sciences
To: Associate Professors in the College of Arts and Sciences
Re: College of Arts and Science Career Advancement Semester (CAS²)

The College is pleased to announce a new program that offers a semester release from teaching obligations and a reduced service load for Associate Professors. The purpose of this program is to assist faculty in advancing to the rank of Professor.

Associate professors in any department can apply for one of at least four CAS awards, available each year, however preference will be given to faculty from disciplines where outside grants and awards are not normally available. Faculty can receive only one award, and may apply for a Career Advancement Semester in any year they are in the rank of Associate Professor, other than the year they come up for promotion to Full Professor. The award can be combined with a one semester sabbatical or fellowship with the approval of the Department Chair and A&S.

The CAS award is governed by the following process:

1. The award cycle is annual, with announcements in Spring for semesters in the following academic year.
2. Application form and format will be available on the College website.
3. Applications must follow the format described separately below.
4. All applications submitted by the deadline (January 31) will be reviewed by a committee of senior faculty drawn from the College.
5. The awards will be made by the end of the March each year.
6. Awardees must submit a report to the College within two semesters of the award reporting on activities during the Career Advancement Semester and how they advanced the promotion plan included in the application.
7. Awards can be postponed for up to one academic year.
8. A department cannot have more than one awardee per semester.

The Award consists of:

1. release from teaching, and reduced service during the semester,
2. travel, assistance, materials expenses reimbursed up to \$4,000 within the year of the award,
3. up to \$10,000 of funds provided to the department to cover teaching workload loss of the awardee.

Application materials must include:

1. Faculty member application outlining
 - a) proposed scholarly activity during award semester
 - b) a “promotion plan” describing how the award will advance the awardee in promotion to Professor.
2. Letter of support from Chair outlining
 - a) the promotion plan relative to department criteria and expectations.
 - b) service workload expected of faculty member during award semester.
 - c) request for funds to cover teaching workload of awardee.

Notes:

1. Promotion plans that include collaborative and interdisciplinary research may be eligible for additional funding (up to \$10,000) for planning purposes. In this case, applicants should discuss their plans with the Associate Dean for Research and include a budget for any additional requests.

2. Funds will be provided by the College, but departments can provide funds for additional awards, or supplement College awards if desired. Faculty being supported for a Career Advancement Semester by departmental funds are expected to go through the application process described herein.