



MEMORANDUM

December 12, 2014

From: Philip Ganderton, Senior Associate Dean, College of Arts and Sciences
To: Assistant Professors in the College of Arts and Sciences
Re: College of Arts and Science Research Semester

The College offers a semester release from teaching obligations for Assistant Professors to encourage the development of the faculty member's research program as they move through mid-probationary review and on to the promotion and tenure review.

Application materials must include:

1. A completed Research Semester Request form
2. Faculty member application outlining
 - a) proposed scholarly activity during the research semester
 - b) a statement describing how the research semester will advance the awardee to promotion and tenure.
3. Letter of support from Chair, addressed to the Senior Associate Dean, outlining
 - a) the Chair's plan to cover the courses normally taught by the faculty member.
 - b) confirmation that the faculty member shall teach a regular course load for two semesters following the research semester.

Faculty must consult with their Chair to determine the appropriate time to take the research semester, and must apply at least one semester in advance. Faculty cannot take the research semester in the year they go up for promotion and tenure.

Language concerning the research semester is included in the offer letter. However, faculty appointed with two or less years to the promotion and tenure decision are not eligible for a research semester. It is also important to recognize that a research semester is not equivalent to a sabbatical—the release is only from teaching. The faculty member is expected to remain in residence in the department to research and fulfill service (including student mentoring) commitments.