

## **The James F. Hubbard Faculty Leave Fund** **Application Criteria**

The Fund was established by retired UNCP Professor James F. Hubbard to assist full-time faculty in their professional endeavors including: study, research, travel, and writing. This annual incentive is to provide faculty members an opportunity to be released from full-time responsibilities for a semester (or an academic year) in order to renew themselves professionally.

The amount of the award, dependent upon available funds, shall be determined by the Subcommittee on Faculty Development and Welfare and shall be based upon the information provided by the applicant.

### Eligibility:

The Fund is available to any tenured member of the faculty. In the case of equally meritorious proposals, priority will be given to the faculty member who has taught at the University full-time for the longest period. (The exception to longevity would be if said applicant had received this incentive within the past three years.)

### Conditions:

- This incentive is not available for summer terms. It must be taken during the regular academic year.
- A report summarizing leave activities must be submitted within 30 days of the semester subsequent to the leave to the Faculty Development and Welfare Subcommittee.
- The recipient must be tenured, ***making a financial sacrifice (must not be receiving full compensation for project)***, and taking leave in a geographic area outside the boundaries of the University service area.
- The grant will equal up to one-half of the professor's salary that is being lost, plus \$1,000.00 for each dependent child. (Exceptions can be made if the committee recognizes special circumstances.)
- The recipients must not have had a leave from the University within the last three years for which they were compensated by this fund.
- Partially completed applications shall not be accepted.
- In the event that changes or modifications to the specific conditions of this agreement are required, the donor asks that the spirit of his intentions (which are to support faculty growth and alleviate burn-out by providing a source of funding for faculty leave) be kept intact, even if modifications are made to the exact criteria expressed in this agreement.

### Requirements:

Applicant must provide a proposal of not more than four double-spaced, typewritten pages that include:

- a statement of the objective(s) of the leave and the dollar amount needed;
- the nature of the activity to be pursued;
- a description of any additional funding supporting this activity;
- a budget showing major areas of expected expenses; and,
- endorsement by the department chair indicating leave time is available.

### Application Procedure:

Proposals should be presented to the Chair of the Subcommittee on Faculty Development and Welfare by April 1 for consideration for the Fall semester and by October 1 for consideration for the Spring semester.

If you have any questions, or if you would like additional information, please contact the Chair of the Faculty Development and Welfare Subcommittee. Current contact information can be found at [www.uncp.edu/senate/fdw](http://www.uncp.edu/senate/fdw).

November 10, 2005