

PAID RESEARCH LEAVES – GUIDELINES

The scholarly pursuits of members of the Faculty at Hawaii Pacific University enhance the reputation of the institution, attract a higher caliber of student, and help in the hiring and retention of high-quality faculty. Paid Research Leaves (PRLs) are intended to allow faculty members to concentrate on scholarly projects for an extended period with a view to producing a tangible product (e.g., publication, play or other creative piece). A PRL offsets the loss of one-half salary; that is, faculty members may take one academic year off from teaching and all other duties and responsibilities at half pay, or one semester off from teaching and all other duties and responsibilities at full pay. Time spent on a PRL counts toward promotion in rank.

Applicants must have a demonstrable record or otherwise show promise of excellence in scholarship. They must also submit evidence of sound research, creative activity, or other academic achievement to support the program of work which they plan for the PRL period. Applications that do not meet these criteria will not be considered.

ELIGIBILITY

Applicants must be regular career or tenured Faculty members. Additionally, they must:

- possess a terminal degree or equivalent experience in their discipline area;
- have completed at least six years of full-time service or its equivalent;
- not have received a PRL in the previous six years;
- pursue a scholarly endeavor directly related to their area of professional expertise;
- return to the University for the complete academic year immediately following the PRL period.

EXCLUSIONS

- Faculty members who receive full-time employment elsewhere are not eligible to receive a PRL.
- PRLs may not be used for training purposes.
- A PRL will not be granted if the conditions of the applicant's department and of the university are such that a his/her absence will seriously impair their functioning.

DEADLINE

October 1 for leaves to be taken the following academic year [**NOTE: For 2015, the deadline has been extended to Nov. 2**]. Applications must be submitted to the Office of Academic Affairs (OAA).

PAID RESEARCH LEAVES – APPLICATION FORM

PART I

- Name: _____
- Title: _____
- Department: _____
- College: _____
- Years of Full-time Service at HPU: ____ Years
- Are you a regular career or tenured Faculty member? Y/N (No = Ineligible)
- Have You Previously Received a PRL? Y/N
- Have You Received a PRL in the Previous Six (6) Years? Y/N
- Type of Leave Sought. Circle one (note: “leave” implies faculty member is relieved from teaching and all other duties and responsibilities):
 - One-semester paid leave
 - One-semester unpaid leave
 - Two-semester leave paid at ½ rate
 - Two-semester unpaid leave
- The period of time for which you are requesting leave _____

PART II

1. PROPOSED PROJECT (500 words): Provide a detailed project description that includes:
 - a. an overview of the intended project you intend to pursue (please aim your discussion at a general audience) addressing progress already made and progress to be made during the leave period;
 - b. a discussion of the importance of the project within your field of academic expertise;
 - c. an explanation of how the proposed project will enhance your own academic life, credentials, or professional development;
 - d. a description of how this project will contribute to HPU (e.g., adding depth to courses taught; establishing research ties between HPU and host institutions; etc.).
2. PROJECTED OUTCOME (250 words): Describe plan for disseminating product to result from PRL (e.g., publication in journal, staging of play or other creative piece).

3. EVIDENCE OF SCHOLARLY EXCELLENCE (250 words): Relate previous record of meaningful scholarly accomplishments/contributions and demonstrate ability to successfully disseminate past research and creative work through significant channels.

PART III

- Additionally, please provide:
 - updated and complete CURRICULUM VITAE;
 - letter of endorsement from your Department Chair indicating plans for coverage of your duties during leave period;
 - letter of endorsement from your Dean;
 - abstract of the proposed work (100 words);
 - if applicable and available, letter from supporting institution/s and/or planned collaborator/s;
 - if applicable, report of past leave accomplishments.

Completed applications for leaves to take place during the 2016-17 academic year must be submitted no later than Monday, 2 November 2015 to Joanne Nakano at the Faculty Assembly Office, 1164 Bishop Street, Suite 800.