

GETTYSBURG COLLEGE

APPLICATION FORM for

Pre-tenure Leave

DEADLINES: Applications must be submitted to the Provost's Office by September 5, 2014.

This is the required application form for a pre-tenure leave. The completed form must be returned electronically to the Faculty Development Committee as an e-mail attachment to (kflythe@gettysburg.edu). No additional narrative or cover letter is required. Before submitting this form, you should:

- Receive a letter from the Provost's Office notifying you of your eligibility to apply for a pre-tenure leave.
 - Inform the Provost's Office of your intent to apply for a leave before the stipulated deadline.
 - Review the section on pre-tenure leaves in the *Faculty Handbook* (pp. 62-64, 2011 edition).
 - Receive written endorsement of your department chair that includes commentary on (a) the merit of proposed activities, (b) how the activities fit into the candidate's career trajectory, and (c) the impact on the department both in terms of new courses and staffing during the leave.
 - Review carefully any relevant institutional review board guidelines relevant to your proposal (e.g., Human Subjects, Animal Care and Use, Radiation Safety), and develop the proposal with these guidelines in mind.
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(1) Name:

(2) Department/Program:

(3) Period of Leave Requested: ___ Fall Semester ___ Spring Semester

(4) Has this proposal received the endorsement of your department chair? {The endorsement should be submitted electronically as a separate item.}

___ YES ___ NO ___ N/A (I am currently the department chair.)

Please note the following with regard to a faculty member's office and computer:

The growth in size of the College's faculty in recent years places a severe constraint on the institution with regard to office space for tenured or tenure-track faculty as well as for non-tenure-track individuals placed in term appointments. For this reason, the Provost's

Office *cannot guarantee a faculty member the use of her or his office while she or he is on sabbatical. Indeed, anyone hired as a full-time replacement for a faculty member on leave will, in most cases, be placed in the faculty member's office.*

In addition, please indicate whether you will be taking your computer with you while on leave.

_____ YES _____ NO

Is your computer a laptop or a desktop?

_____ LAPTOP _____ DESKTOP

DIRECTIONS: Please complete the following sections of the form. Use “N/A” when a request does not apply to your proposal.

ALL RESPONSES ARE TO BE INSERTED INTO THE APPROPRIATE SECTION

- (5) Statement of Project Goals (outline of specific, immediate project objectives):
- (6) Within the context of your own field(s), the significance of the research project or scholarly endeavor (Limit the narrative to 1 page. CRITICAL -- Provide summary for a general audience.):

- (7) One page bibliography or research list of recent, relevant works. Citations may include your own and/or other related works (attach additional page if necessary):
- (8) Timetable for the project, including specific locations and activities:
- (9) Expected involvement of Gettysburg students in the project, if any:
- (10) Anticipated products of the project (e.g., articles, books, art works, technical reports, presentations, etc.) and intended venues (for publication, presentation, exhibition, performance, etc.):
- (11) (a) The relationship of the proposed pre-tenure leave to your long-term research/scholarship program:
- (b) The relationship of the proposed activities to your teaching at Gettysburg College (e.g., a new course or revised course content, a new program, a special scholarly event or recognition):

(12) (a) Additional funding and other resources needed:

(b) Sponsorship received or applied for (internal and external) for this project:

(13) Preliminary feedback regarding your proposal from the Chair of all relevant campus oversight committees, if applicable (e.g., Human Subjects, Animal Care and Use, Radiation Safety). Note that if institutional approval of your project is required, **you must obtain formal approval of the project from all relevant committees before the start of the leave period.**

___ YES ___ NO ___ N/A

(14) Current *curriculum vitae*.

Revised
7/24/14
/kaf