ARTS & HUMANITIES

SUPPORT FOR RESEARCH/CREATIVE ACTIVITY HANDBOOK

2012-2013

Note: changes for 2012-2013 are highlighted in yellow, and become operative as of July 1, 2012.

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General Information on Research/Creative Activity Programs

Research/creative activity, here and elsewhere in this document defined as all forms of scholarship that contribute to a faculty member’s scholarly profile, makes the greatest contribution to the standing of Arts & Humanities and its Centers, Departments, and Schools. All faculty, therefore, are expected to demonstrate excellence in research/creative activity. To this end, this Handbook offers the faculty in Arts & Humanities a series of opportunities and resources for professional development, and information about various external opportunities as well.

General Conditions
The research/creative activity programs outlined below apply to all tenure-track faculty members on the Columbus campus in the Departments and Schools of Arts & Humanities. Some programs, like the Research Enhancement Grants and the Publication Subvention Program, are also available to regional campus faculty in Arts & Humanities, where specified; regional campus faculty should also contact their Dean/Director for more information about local scholarship opportunities. Instructors and others on term assignments, visiting faculty, and emeritus faculty will not ordinarily receive consideration. Arts & Humanities resources are available to continuing faculty only: faculty who announce their termination to begin employment at another institution, or who are notified of the nonrenewal of their appointments, are ineligible for these funds.

Arts & Humanities research/creative activity funds cannot be used for subscriptions to journals available in University Libraries, or for the development of teaching materials used in the classroom. In addition, Arts & Humanities research/creative activity funds cannot be used for administrative expenses or for the support of scholars visiting OSU, or to purchase a course release from teaching. Per diem reimbursements are not allowed under these programs. Retroactive applications for any grants under these programs will not be considered. Any equipment purchased with grant money remains the property of The Ohio State University, and is assigned to the TIU of the funding recipient.

*Please note that Arts & Humanities expects recipients of awards to acknowledge the aid of Arts & Humanities in any publication, performance, or exhibit resulting from a granting of funds.*

**The Application Process**

Information about available research/creative activity support programs from Arts & Humanities is listed below. All applications and queries, unless otherwise indicated, should be addressed as follows:

Sebastian Knowles, Associate Dean for Faculty and Research  
Arts & Humanities  
114 University Hall  
230 North Oval Mall  

E-mail: knowles.1@osu.edu  
Tel.: 292-4063

To request a hard copy of the Handbook, including all forms, contact the Associate Dean directly. For specific details about each program and for application forms, see the appropriate section.

**Summary of Research/Creative Activity Opportunities**
Assistant Professors

Assistant professors in Departments/Schools in Arts & Humanities are eligible for the following support:

1. Departmental Discretionary Funds
2. Reduced Teaching Load for the First Four Years of Employment
3. Assistant Professor Start-Up Package
4. Publication Subventions (open to faculty on all campuses)
5. External Fellowship Subsidies and Course Buyouts
6. Special Assignment (after the first four years of employment)

Associate Professors

Associate professors in Departments/Schools in Arts & Humanities are eligible for the following support:

1. Departmental Discretionary Funds
2. Grant-in-Aid Program
3. Research Enhancement Grants (open to faculty on all campuses)
4. Publication Subventions (open to faculty on all campuses)
5. External Fellowship Subsidies and Course Buyouts
6. Special Assignment
7. Faculty Professional Leave

Full Professors

Full professors in Departments/Schools in Arts & Humanities are eligible for the following support:

1. Departmental Discretionary Funds
2. Grant-in-Aid Program
3. Research Enhancement Grants (open to faculty on all campuses)
4. Publication Subventions (open to faculty on all campuses)
5. External Fellowship Subsidies and Course Buyouts
6. Special Assignment
7. Faculty Professional Leave

Departmental Discretionary Funds

All Departments/Schools in Arts & Humanities have Departmental Discretionary Funds. All tenure-track and tenured faculty are eligible to apply for these funds in keeping with procedures established by the individual Departments/Schools. These funds can be used for faculty travel to professional conferences and meetings to present papers within the
United States, to engage in other professional work at regional and national levels, to hire individuals in support of the mission of the Department, and for other scholarship-related activities as deemed appropriate.

**Reduced Teaching Load for the First Four Years of Employment**

When on the semester system (beginning in Autumn 2012), all assistant professors on the Columbus campus will receive a 25% course reduction in the standard teaching load (i.e., one course in a four-course load or the equivalent) annually for the first four years of their employment. Faculty on reduced teaching load are not eligible for Special Assignments.

**Assistant Professor Start-up Package**

Assistant Professors in all Departments/Schools in Arts & Humanities (Columbus campus) have available to them a standard start-up package on arrival at the University. This package includes (for all junior faculty arriving in Autumn 2012):

1. **Moving and Relocation Expenses.** A grant to defray the costs of moving and relocation to Columbus, usually in the amount of $3,500, will be provided by the College of Arts and Sciences.

2. **Computer Package.** Each faculty member will be provided with a computer (PC or Macintosh) and access to a networked printer. Standard software and upgrades (e.g. Microsoft Office) will be included through the provided machine. Computers are replaced on the College’s replacement cycle.

3. **A $12,500 start-up grant.** The Assistant Professor Research Fund (APRF) is a one-time non-renewable grant award, designed to provide a stable source of scholarship support for new hires as they define a plan for professional development and begin building a scholarly profile. The award is transferred by the College to the Department/School upon the hire of the faculty member, and is immediately accessible through the Department/School upon arrival of the faculty member at the University. The handling of the award is based on processes determined by each Department/School.

**Policies and Procedures**

Faculty should seek the advice and counsel of mentors and senior colleagues in the Department/School as they develop their personal plan for expenses from the APRF. These funds must be used in support of research/creative activity initiatives only (e.g., travel to conferences, archives, and performance sites; the purchase of scholarship-related materials or equipment; manuscript preparation; hiring of graduate research assistants; transcription services; costs directly related to a specific exhibition or studio project; etc.). Once the APRF has been fully expended, junior faculty are also eligible to apply
Grant-in-Aid and Research Enhancement Grants (subject to the approval of the Department Chair). Faculty members who have been promoted to Associate Professor no longer have access to Assistant Professor Research Funds.

A reminder of the general conditions for all Arts & Humanities research/creative activity funds may be helpful here. Arts & Humanities research/creative activity funds cannot be used for subscriptions to journals available in University Libraries, or for the development of teaching materials used in the classroom. In addition, Arts & Humanities research/creative activity funds cannot be used for administrative expenses or for the support of scholars visiting OSU, or to purchase a course release from teaching. Per diem reimbursements are not generally allowed under these programs (exceptions must be approved by the Department Chair). Any equipment purchased with grant money, including laptops, remains the property of The Ohio State University, and is assigned to the TIU of the funding recipient.

Grant-in-Aid Program

Grant-in-Aid applications will be reviewed by the Arts & Humanities Office on a regular basis throughout the year. All senior faculty members (associate and full professors) are eligible to apply for Grants-in-Aid; junior faculty who have exhausted their Assistant Professor Research Funds are also eligible to apply for Grant-in-Aid funds, subject to the approval of the Department Chair. Faculty with individual research accounts must have exhausted those funds before applying for Grants-in-Aid. If you have access to additional funds of this kind, please indicate in the budget section of your application why this additional request is appropriate.

Applications may be submitted at any time, but they should be received by the Arts & Humanities Office at least six weeks before the date when the funds are to be used. Applications for summer travel must be submitted by June 1. Retroactive applications (for funding of projects or travel already completed) will not be considered. All faculty must acquire a travel number before any domestic or international travel at University expense; faculty trips without a travel number will not be reimbursed even if Grant-in-Aid funds have been approved. All applications for Grant-in-Aid must be submitted to the Arts & Humanities Office through Department Chairs, who must provide a signature of endorsement.

Policies and Procedures

Grant-in-Aid (GIA) funds are designated for the support of faculty scholarship. Grant-in-Aid funding covers the cost of transportation, lodging, conference registration, and research-related expenses. It does not cover the cost of per diems and it cannot be used for travel to present papers at conferences in the United States (except Alaska and Hawaii): domestic travel is generally supported through Departmental Discretionary Funds (see above). GIA funds cannot be used for computer hardware, for subscriptions to journals available in University Libraries, or for development of materials used in the classroom. In addition, GIA funds cannot be used for administrative expenses, or for the
support of scholars visiting OSU.

The following categories of Grant-in-Aid funds are available:

1. **International Travel.** The maximum award is **$2,500**, to defray the expense of international travel to conferences, to research sites, and to exhibition and performance sites. Alaska, Hawaii and Puerto Rico are considered international travel sites for the purpose of this program. Faculty members are eligible to apply for the maximum travel award once every fiscal year. The fiscal year runs from July 1 to June 30: the successful applicant in July 2012 will then not be eligible to reapply for the maximum award until July 2013. If a faculty member wishes to request support for international travel more frequently than once in the fiscal year, Arts & Humanities will be willing, when funding is available, to match the Departmental award, up to the maximum total request of $2,500.

2. **Exhibition, Performance, and Studio Work.** The maximum award is **$1,500**, to defray expenses relevant to the presentation and performance of creative work. Faculty members are eligible for the maximum award if they have not received any Grant-in-Aid (Exhibition, Performance, and Studio Work) funding during the same fiscal year. As with international travel requests, if a faculty member wishes to request support more frequently than once a year, Arts & Humanities will be willing, when funding is available, to match the Departmental award, up to the maximum total request of $1,500.

3. **Manuscript Preparation.** The maximum award is **$1,500**, to defray expenses relevant to research/creative activity (such as the physical preparation of a manuscript, an online materials project, or a translation or edition; the purchase of photographs and permissions; the costs of duplication and postage). The cost of book indexing is not normally provided for under the terms of this program. Faculty members are eligible for the maximum award if they have not received any Grant-in-Aid (Manuscript Preparation) funding during the same fiscal year. As with international travel requests, if a faculty member wishes to request support more frequently than once a year, Arts & Humanities will be willing, when funding is available, to match the Departmental award, up to the maximum total request of $1,500.

Grant-in-Aid application forms for International Travel, Exhibition, Performance, and Studio Work, and Manuscript Preparation, which include guidelines for each category, are available at the end of the printed Handbook. To find the forms online, click on: [http://artsandsciences.osu.edu/handbookforms](http://artsandsciences.osu.edu/handbookforms). To request a hard copy of the forms, contact the Associate Dean for Faculty and Research at knowles.1@osu.edu.

**Research Enhancement Grants (open to faculty on all campuses)**

Research Enhancement Grants are intended to energize and facilitate research/creative activity by senior faculty (associate and full professors) in Arts & Humanities. Research
Enhancement Grants are open to senior faculty on all campuses. Junior faculty who have exhausted their Assistant Professor Research Funds are also eligible to apply for Research Enhancement Grants (subject to the approval of the Department Chair). Grant proposals can be made for any amount to a maximum of $7,500 and can request funds to facilitate any aspect of the research for, writing of, and completion of a new scholarly or creative project.

Proposals might include (but are not restricted to) requests for extended research travel; for special language programs, technical training, or other educational opportunities; for a graduate or undergraduate research assistant; for copying; for books, archival materials, or special equipment; or to organize a special seminar or symposium directly related to the applicant’s research project. The grants may not be used to fund release time; to buy computers; to buy equipment already available for loan from the University; to fund food or per diems during travel; to support the editorial work of a journal; to subsidize conferences hosted by scholarly organizations; or for curriculum development. Each project is eligible for one funding award under the terms of the Research Enhancement Grant program; applicants are also eligible for Grant-in-Aid funds. Projects which have already received significant internal funding from Arts & Humanities will not generally be considered for Research Enhancement Grants.

Application Procedures

Research Enhancement Grants will be awarded in two competitions, one in the autumn and one in the spring. Applications will be due to the Arts & Humanities Office by Friday, November 2, 2012 for the autumn competition and by Monday, April 1, 2013 for the spring competition. Members of the Research Committee will make recommendations to the Dean for the awards, which will be announced by the end of the month of the application deadline. All applications must be submitted to the Associate Dean for Faculty and Research through Departmental Chairs, who must provide a letter of support for the project.

Guidelines

Projects should be focused on an area of research/creative activity as outlined in the Departmental Pattern of Administration/Appointments, Promotion and Tenure documents.

The short description of the project (maximum of 3 single-spaced pages) should include:

1. a clear and concise statement of the research problem or description of the creative project. As with any application, remember to make sure that your proposal is written in a way that is accessible to a research committee made up of faculty from many fields.
2. the significance to the field of the problem addressed or project undertaken.
3. a statement on methodology and/or critical/creative approach.
4. the experience the applicant brings to the project, including any work already completed.
5. how the project will meet the Department/School’s criteria for promotion (if applicable).
6. a timeline for completing the project and publishing the results.
7. a listing of any previous or currently available funding (internal or external) for the project.

Format of the Application

The Research Enhancement Grant application form is available at the end of the printed Handbook. To find the form online, click on: http://artsandsciences.osu.edu/handbookforms. To request a hard copy of the form, contact the Associate Dean for Faculty and Research at knowles.1@osu.edu.

Applications should include:

- Cover page with: title of proposed project; name, title, Department/School, office address, telephone number, e-mail address; amount of grant request.
- Short description of the project (see above) (no more than 3 pages).
- Detailed budget for items requested in the grant, including any relevant documentation (e.g., price list for books or materials). Please note that no *per diem* requests may be included, and that any equipment purchased with grant money remains the property of Ohio State University and is assigned to the TIU of the funding recipient.
- Short curriculum vitae (no more than 3 pages).
- A letter of support from the Department Chair.

Grants are normally disbursed over an 18-month period beginning with the date of the award, but may, with the permission of the Associate Dean, be renewed for a further 12 months.

All successful applicants will be required to submit a 1-2 page report about the use and impact of the grant no later than 8 weeks after the completion of the grant period. This report should describe the work accomplished with the grant as well as plans for publication/dissemination. Reports should be sent directly to the Associate Dean for Faculty and Research.

Publication Subvention Program (open to faculty on all campuses)

All tenure-track and tenured faculty members are eligible to apply, though preference will be given to junior faculty requiring financial assistance for a single-authored monograph. The Publication Subvention program is open to all faculty on all campuses. Subvention awards will be granted on a cost-sharing model, with the Department and Arts & Humanities participating as equal partners. The maximum subsidy request is
$4,000, with each partner awarding 50% of this amount. Faculty with Assistant Professor Research Funds available are expected to draw upon those funds first before turning to the Publication Subvention Program. Applications may be submitted at any time, but they should be received by the Arts & Humanities Office at least six weeks in advance of the date when the funds are to be used. All applications must be submitted to Arts & Humanities through Department Chairs, who must provide a letter of support.

*The award of a subvention in no way biases the normal process of tenure and promotion review.*

**Policies and Procedures**

The publication subvention program is an effort by Arts & Humanities to assist regular tenured and tenure-track faculty members at the rank of assistant professor and above to meet part of the subsidy requirements established by presses known to the scholarly community for the publication of high quality books or monographs. If at the time of publication an awardee has been discontinued as an Arts & Humanities faculty member, payment of the subsidy will not be authorized. Subventions will not be provided to lower the market price of a manuscript accepted for publication. In the event that a subvention is awarded to an author by Arts & Humanities, the recipient must provide a copy of the author-publisher contract before the subvention is released. Successful applicants for Publication Subventions must acknowledge, in the published work, the financial assistance of Arts & Humanities.

**Review Process**

The most important criterion in evaluating an application for support will be the quality of the manuscript as indicated by its acceptance by a reputable press after an evaluation of the manuscript by referees of national or international standing. Copies of referees’ reports should, therefore, be submitted with each application. Where circumstances require, the Associate Dean may also seek the opinion of outside readers at Ohio State or elsewhere.

**Format of Application**

- Copy of the publisher’s letter of acceptance to the author.
- Letter from the publisher about the precise amount of the subvention request. The letter should be written either to the author or to the Associate Dean for Faculty and Research.
- Copies of referees’ reports. If referees are not identified, the press editor must confirm the professional stature of the readers.
- Applicant’s short curriculum vitae. This abbreviated CV should include major publications and all research/creative activity awards and must not exceed 3 pages.
- Letter of support from the chair, committing matching funds, as appropriate.
External Grant Preparation Support

Faculty in Arts & Humanities have available to them several resources in support of the search for external funding for research and creative activity. These resources include:

1. **Finding Funding.** For general information about an array of grant services available, consult the “Finding Funding” section of the OSP website: [http://osp.osu.edu/fundops/](http://osp.osu.edu/fundops/). The manager of that site is Jeff Agnoli, Officer for Funding and Research Development (agnoli.1@osu.edu), who will be able to assist you with a targeted search for available grant opportunities.

2. **Grant Writing.** For general information and advice about professional development planning, including the editorial review of grant proposals, contact Sebastian Knowles, Associate Dean for Faculty and Research (knowles.1@osu.edu).

3. **Grant Management.** For general information about budgetary matters, and to develop proposals for grants and sponsored programs, contact Andrea Ward Ross, Assistant Dean in Arts and Sciences and Arts and Sciences Grant Management Liaison (ward-ross.1@osu.edu).

4. **Grant Submission.** For information about federally supported programs and other sponsored research, including the preparation of grants for submission to external organizations, contact Christine Hamble at the Office of Sponsored Programs (hamble.3@osu.edu). Please ensure that the Office of Sponsored Programs is notified of all pending applications for funding from sponsored programs well before the application deadline.

External Fellowships and Course Buyouts

**Course Buyouts**

For course buyouts from external grants and other sources outside of the College of Arts and Sciences, the general rule is follows:

<table>
<thead>
<tr>
<th>Dept. Course Load</th>
<th>1 Course Buyout</th>
<th>2 Course Buyout</th>
<th>3 Course Buyout</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>12% salary/benefits</td>
<td>32% salary/benefits</td>
<td>57% salary/benefits</td>
</tr>
</tbody>
</table>

Faculty on external grants must teach at least one course. Contact the Associate Dean for Faculty and Research (knowles.1@osu.edu) for more information on course buyouts. For external fellowships such as the NEH, Guggenheim, ACLS, etc., see immediately below.

**External Fellowship Subsidies**

External fellowships such as the NEH, Guggenheim, ACLS, etc., are excluded from the conditions of the course buyout policy given above, and can be held for a full year. External Fellowship Subsidy applications can be submitted to the Arts & Humanities Office at any time throughout the year, but they should be submitted at least three months in advance of the period during which the fellowship will be used. Retroactive
applications (for subsidized funding of fellowships already used) will not be considered. Applications for external fellowship subsidies must receive a letter of support from the Department Chair, who will submit the request to the Arts & Humanities office.

When a faculty member in Arts & Humanities who holds a continuing regular (tenured or tenure-track) appointment on the Columbus campus is awarded an externally funded fellowship, Arts & Humanities may fund the difference between the faculty member’s salary plus benefits and the amount of the fellowship given the provisions listed below. If an External Fellowship Subsidy is granted, Arts & Humanities will keep the faculty member on salary, with benefits, and receive the fellowship funds to offset the expenditure. The fellowship funds will make their way directly to the Department/School for instructional needs that must be met in the faculty member’s absence.

**External Fellowship Subsidies are not guaranteed.** However, if the amount of the fellowship covers 40% or more of a faculty member’s salary and benefits for the period of time requested, then Arts & Humanities will generally be able to keep the faculty member on salary, with benefits, and receive the fellowship funds to offset the expenditure. When the amount of the fellowship falls short of that figure, the request will be reviewed on an individual basis. Decisions concerning the External Fellowship Subsidy will be influenced by at least the following factors:

- the prestige of the award (is it at the level, for example, of a Guggenheim, NEH, NSF, or similarly prestigious award?);
- the likely impact of the released time on the faculty member’s career;
- the amount of similar support previously received by the faculty member from Arts & Humanities (applications for External Fellowship Subsidy support within three years of a previous paid leave will not normally be considered);
- the gap between the faculty member’s salary and benefits and the amount of the award (in cases where the difference between fellowship amount and salary plus benefits is substantial, partial subsidy awards may be given);
- the impact of the released time on the teaching responsibilities of the faculty member’s Department/School; and
- the availability to the faculty member of support through Faculty Professional Leave.

**Special note for faculty on H1B visas:** you will need to ensure, before applying for an External Fellowship that will require a different place of residence, that the awarding institution can make the necessary arrangements for your visa transfer.

A leave supported by an External Fellowship Subsidy cannot be a terminal leave. In accepting the fellowship subsidy, all faculty shall recognize their responsibility to return to the University for at least one year thereafter. Faculty must include in their application a written and signed statement indicating the understanding of this requirement.
Requests for subsidies should be submitted through Department Chairs to the Associate Dean for Faculty and Research. Application materials should include:

- the title and dollar amount of the award
- an abstract or short (1-3 page) proposal describing the project
- documentation that the award has been granted
- the time period of the award
- a budget of relevant items other than salary, if applicable
- a letter from the faculty member’s Chair addressing the factors listed above
- a short CV (3 pages or less)
- a statement indicating intent to return after fellowship leave.

**Special Assignment (SA)**

A Special Assignment (SA) releases a faculty member from some regular duties for a period of up to one full semester so that he or she may concentrate on a unique research, service, or teaching endeavor, or invest in a relatively brief professional development opportunity.

Special Assignments (SA) applications are processed by the Department/School according to internal principles developed at the departmental level, and then reviewed by the Dean of Arts & Humanities for approval. For general information, consult the OAA policy on Faculty Special Assignment:


Special Assignment (SA) applications for leave to be taken by faculty in Arts & Humanities in the 2013-2014 academic year will be processed according to the timetable below. *Please note that regional campus faculty SA requests are processed at the regional campus.* Please note also, as indicated in the schedule below, that all SA applications must be ranked by the departments and submitted to the Arts & Humanities office in priority order.

**SA Application Timetable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Stage of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, 2013</td>
<td>Applications due to Department Chairs</td>
</tr>
<tr>
<td>January 25, 2013</td>
<td>Rank-ordered applications due to Arts &amp; Humanities Office</td>
</tr>
<tr>
<td>February 15, 2013</td>
<td>Research Committee’s recommendations forwarded to the Dean</td>
</tr>
<tr>
<td>February 22, 2013</td>
<td>Dean notifies Chairs of SA awards; Chairs then notify all applicants.</td>
</tr>
</tbody>
</table>

**Policies and Procedures**
1. All full-time faculty are eligible to apply for an SA, except for those faculty already on a reduced teaching load. SAs are generally for a full semester course reduction, but single course reductions are also permitted. An SA may be completed on campus or away from campus; faculty members on SAs are expected to make arrangements to participate in personnel meetings and to advise graduate students. The standard service obligations for regular faculty members also apply (this is not the case for FPL awards). Since the faculty member is on full-time duty with the university during an SA, the SA program should not be used when a faculty member will be receiving compensation from another institution (other than approved paid external consulting).

2. All applications for SAs must be initiated at the departmental level. Each department should design its own procedures for reviewing and rank-ordering applications. The Chair’s letter of support for applicants for SAs must
   a. provide a ranked list of applications in order of departmental priority;
   b. address the merits of each individual proposal; and
   c. detail the specific arrangements that will be made to cover the applicant’s teaching and/or service responsibilities, including those in a joint department, if applicable, during his or her absence.

   The Chair’s decision on the number of SAs to be recommended and for whom should be governed by the quality of individual proposals, by the need to maintain the viability of the various unit programs, by the need to advance the research productivity of the unit, and by his/her confidence that the faculty member being recommended will make effective use of the period of research assignment.

3. The Chair shall then forward to the Associate Dean for Faculty and Research those applications acceptable to the Department, who will present them to the Arts & Humanities Research Committee for review and evaluation. The Arts & Humanities Research Committee will evaluate all proposals and report its assessments to the Dean.

4. The Dean will then review the assessments of the Arts & Humanities Research Committee, approve or disapprove their recommendations, and report his/her decisions to each Chair.

5. An SA and a Faculty Professional Leave (FPL) may occur in contiguous on-duty semesters (Autumn-Spring or Spring-Autumn). If the SA is intended for use sequentially with a one-semester FPL, whether for the same academic year or not, the faculty member must apply simultaneously for the SA and FPL in the same application round. Note: though OAA allows for an FPL and SA to be taken in the same year, such an award essentially results in a full year sabbatical on full salary, which will not be awarded in the division of Arts & Humanities except in highly unusual circumstances. A full year sabbatical is available at two-thirds salary, as detailed in the FPL section below.

6. Successful applicants must provide written reports to their Chairs and the Associate Dean within eight weeks of completion of the SA, describing the following:
   a. accomplishments during the period of research assignment;
   b. the current status of the research project; and
c. the impact the SA has had on the recipient’s effectiveness as a research scholar.

7. **SA applications should include:**
   a. clear statement of the scope and nature of the project;
   b. evidence that the projected study will make a significant contribution to the field involved;
   c. evidence that the applicant will be able to make substantial progress on the projected study (or in the area of study) during the period of the SA;
   d. the qualifications of the applicant to undertake the proposed study.

The Special Assignment application form is available at the end of the printed Handbook. To find the form online, click on: [http://artsandsciences.osu.edu/handbookforms](http://artsandsciences.osu.edu/handbookforms). To request a hard copy of the form, contact the Associate Dean for Faculty and Research at knowles.1@osu.edu.

The Chair should send a single copy of all endorsed SA applications to the Associate Dean for Faculty and Research by **January 25, 2013**.

**Faculty Professional Leave (FPL)**

An application for a Faculty Professional Leave (FPL) must be submitted for approval to the Office of Academic Affairs (which then submits it to the Board of Trustees) no later than six months before the requested leave is to begin (unless there are extenuating circumstances).

The FPL program is designed to give faculty a period of uninterrupted time to invest in their scholarship and professional development. Activities that entail little or no investment in new skills or knowledge are not appropriate for the program. In evaluating FPL proposals, Departments and Arts & Humanities will place greatest weight on the merits of the proposal in light of the faculty member’s plans for advancing his or her research/creative activity and the advancement of the academic mission of the Department and Arts & Humanities. Although there are many advantages to spending the FPL at another university or some other appropriate institution, such an appointment is not essential if the plan for the leave is meritorious in its own right. Faculty who apply for an FPL will therefore need to explain clearly why an extended period of time is necessary for the advancement of their scholarship and what outcomes they expect to accomplish during that time.

Applications for FPLs to be taken by faculty in Arts & Humanities in the 2013-2014 academic year will be processed according to the timetable below. FPL requests will be processed as quickly as possible following receipt in OAA. **Please note that regional campus faculty FPL applications begin at the regional campus.**

### FPL Application Timetable

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
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January 11, 2013  Applications due to Department Chairs  
January 25, 2013  Rank-ordered applications due to Arts & Humanities Office 
February 15, 2013 Research Committee’s recommendations forwarded to the Dean  
February 22, 2013 Dean’s recommendations due to the Office of Academic Affairs  
(for transmittal to the Board of Trustees). Dean notifies Chairs of FPL recommendations; Chairs then notify all applicants.

Policies and Procedures

The basic policies and guidelines for Faculty Professional Leaves are located in the Office of Academic Affairs Handbook:


I. Eligibility

A. All tenured regular faculty members in Arts & Humanities with at least seven academic years of teaching service at The Ohio State University may be granted professional leave for a period not to exceed one academic year. For the purposes of this program, a “regular faculty member” shall mean any assistant, associate, or full professor on at least a 50 percent appointment in Arts & Humanities, and “academic year of teaching service” shall mean any academic year in which the full-time faculty member, while in such status, has significant responsibilities to an instructional unit or units in Arts & Humanities.

B. A full-time faculty member becomes eligible for a second professional leave after completion of seven academic years of service following the end of the first professional leave.

C. Time awarded must be used appropriately to promote the professional development of the individual faculty member and to advance the mission of the University.

II. Conditions

A. Faculty Professional Leaves may be taken for a full academic year or for a shorter period, beginning in either semester. They may not be taken across academic years. An FPL is a complete reduction of service obligations: faculty members are still expected to continue to advise graduate students and attend personnel meetings whenever possible.

B. A professional leave may not be a terminal leave. In accepting professional leave, faculty members shall recognize their responsibility to return to the University for at least one year thereafter. The application must include a written and signed statement indicating the understanding of this requirement.
C. Faculty Professional Leaves of two semesters may be taken at two-thirds salary and FPLs of one semester may be taken at full salary.

D. A Faculty Professional Leave may be used sequentially with a Special Assignment in an academic year. An SA and an FPL may occur in contiguous on-duty semesters (including Spring-Autumn). Note: though OAA allows for an SA and an FPL to be taken in the same year, such an award essentially results in a full year sabbatical on full pay, which will not be awarded in the division of Arts & Humanities except in highly unusual circumstances. A full year sabbatical is available at two-thirds salary, as indicated in C above. (See also the stipulations in F below.)

E. Faculty members on a full-year FPL are free to accept grants for research/creative activity to augment the leave stipend to the approximate level of their full-time salary, provided that the activity for which compensation is received is supportive of the purposes of the professional leave. By OAA rule, in the event that external support funds are available that produce a salary higher than the regular annual salary, the faculty member must petition the Dean and Provost to keep the excess, by documenting any increased living costs necessitated by the leave. Faculty may not be rehired during the period of their FPL leave to teach or to engage in any other activities for which they receive supplemental compensation.

F. Faculty who take a semester of leave at full salary must be either assigned two courses or placed on Special Assignment during their on-duty semester that academic year.

G. Because faculty members with reduced salary are still considered full-time employees, there is no reduction of benefits (e.g., retirement and insurance coverage) associated with this program. However, retirement contributions are directly linked to the amount of salary: faculty members on full-year FPL who are members of the State Teachers Retirement System should complete the STRS Notification of Professional Leave of Absence Form, found at https://www.strsoh.org/Employer/pdfs/50-135.pdf.

H. Each recipient, within two months after returning from professional leave, shall submit to the College Office a statement summarizing work completed while on leave. FPL reports should be sent directly to the Associate Dean for Faculty and Research.

I. FPLs are not a faculty entitlement. They are awarded to productive scholars who have valid scholarly projects, as described below.

III. General Procedures
Each application for Faculty Professional Leave shall be submitted to the applicant’s Department Chair for Departmental peer review. *Regional campus FPL applications are submitted to the regional campus.*

Requests for leave must include a detailed description and history of the proposed work and show the applicant’s qualifications for the task. A length of 3 pages, single or double-spaced, is appropriate; shorter applications run the risk of being seen as unclear or too general. The CV should be a standard abbreviated version, including major publications and all research/creative activity awards, but again not exceeding 3 pages. Make sure that your proposal is written in a way that not only meets the standards of your Department’s internal review, but is also accessible to a research committee made up of faculty from many fields. Make sure, too, that the time of the leave requested is appropriate to the task described.

All applications submitted to the Department/School are reviewed and ranked strictly according to merit; the rank-ordered list is then submitted to Arts & Humanities for further review by the members of the Research Committee. The submitted materials must:

a. provide a ranked list of applications in order of departmental priority;
b. address the merits of each individual proposal; and
c. detail the specific arrangements that will be made to cover the applicant’s teaching and/or service responsibilities, including those in a joint department, if applicable, during his or her absence.

Criteria for judging FPL applications are stipulated below. Applications recommended by the Research Committee shall be forwarded for approval by the Dean and then forwarded to the Provost and the President. Requests endorsed by the President are then submitted by the President to the Board of Trustees for approval. *It is primarily the responsibility of the Department/School to ensure that adequate funds are available for the leave, and that teaching and other obligations of the absent faculty member can be met satisfactorily.*

IV. Criteria for Judging Faculty Professional Leave Applications

A. Departmental Review. The review at the Departmental level will examine each application received for:

1. a clear statement of the scope and nature of the project, the specific objective for the Faculty Professional Leave period, and the purpose of the study being undertaken;
2. evidence that the projected study will make a significant contribution to the field involved;
3. evidence that the applicant will be able to make substantial progress on the projected study or in the area of study during the requested leave period;
4. the qualifications of the applicant to undertake the proposed study.
B. Arts & Humanities Review. Members of the Research Committee will evaluate applications submitted by the Departments and will forward its recommendations to the Dean. The Research Committee will examine each application for evidence of merit as reflected in the application and in the Departmental rank ordering of applications, and for evidence that it meets the criteria stated in (IV) (A) above.

FPL applications are available in the “Forms” section of the Office of Academic Affairs Handbook: [http://oaa.osu.edu/assets/files/documents/Form202_012.pdf](http://oaa.osu.edu/assets/files/documents/Form202_012.pdf). For a hard copy of the form, contact the Associate Dean for Faculty and Research at [knowles.1@osu.edu](mailto:knowles.1@osu.edu). Note that the OAA application format is to be modified in two respects: only one copy is necessary, and a short CV should be used. Make sure to stay within the recommended page lengths of 3 pages for the proposal and 3 pages for the CV.

The Chair should send a single copy of all endorsed FPL applications to the Associate Dean for Faculty and Research by January 25, 2013.

10/3/12