

REQUEST FOR JUNIOR FACULTY DEVELOPMENT AWARD

Arts & Sciences

Tenure-track Assistant Professors appointed before 2009-10 may receive two awards, one before and one after approval for renewal of a second term. **Assistant Professors appointed 9/16/2009 or later are limited to one award.** The awards are discussed on the A&S Web site; see "Junior faculty review & awards." SEND COMPLETED FORM TO CAROL RUSH.

Department _____

Name of Assistant Professor _____

Date appointed as Assistant Professor _____

AWARD – indicate which award is requested.

One award only—for appointments made 9/16/2009 or later.

Pre-renewal award—given during the 1st or 2nd year of employment as Assistant Professor. Available as early as the summer before the 1st year begins, or as late as the summer before the 3rd year.

Post-renewal award—given during years 3-4-5 (provided the renewal process has not been delayed). Available as early as the summer before the 3rd year, or as late as the summer following the 5th year.

Quarter & year renewal approved _____ (normally Spring Quarter of 2nd appt year)

AWARD ITEMS – each award consists of two items: (1) one faculty development quarter, provided by the department, and (2) either one month of summer salary or the equivalent in research support, provided by the College.

DEPARTMENTAL CONTRIBUTION – indicate quarter & year.

The department must provide one faculty development quarter, during which there is a one-course teaching reduction and no assigned teaching responsibilities. During this quarter the faculty member is not on formal leave but is expected to remain in residence and to fulfill all other faculty duties (as is the case for any faculty member receiving an exemption to the Instructional Responsibilities Policy).

This quarter will be (quarter & year) _____.

COLLEGE CONTRIBUTION – indicate which option is chosen.

The College provides one month of summer salary or research support (e.g., RA, travel, hourly). One-half month of summer support may be requested, with the balance between that amount and funds used as research support. If this option is chosen, funds should be used within the same academic year.

One month of summer salary, to be used during the summer of _____

Research support, to be used for

Travel	_____
Miscellaneous supplies	_____
Other	_____

Non-salary funds will be transferred to the department budget (06-04xx or 09-04xx), into the appropriate budget categories (identified above) for use by the faculty member. The award is not intended to be split over multiple years and should be used in the same academic year as requested to avoid biennial close issues. Summer salary requires an on-line distribution entry—use the department 06- budget for payment and enter in the "notes" that it is for a junior faculty development award.

Signature of Chair/Director _____ Date _____

Dean's Office concurrence _____

Name of person to whom copy should be returned _____

Mail box _____

Original form to personnel file _____