**Conditions for Pre-tenure and Sabbatical Leaves**

Applications for pre-tenure and sabbatical leaves are due on November 1 of the year prior to the academic year in which the leave is to take place. Note that for most faculty applying for their first sabbatical leave or a pre-tenure leave this schedule may mean submitting a leave request before receiving a decision on their tenure or pre-tenure review. Final approval of the leave request will be contingent upon a positive decision in the tenure or pre-tenure review.

Pre-tenure and sabbatical leaves also are contingent upon the ability of the College to meet its teaching needs during the faculty member’s absence. The Provost’s Office, in consultation with the Academic Support Committee, will make the awards and notify faculty. It is understood that a faculty member will continue in the College for at least one regular academic year after the leave unless granted a transitional leave.

Leaves may not be accumulated. That is, faculty members are not eligible for leaves at less than seven-year intervals. If, however, the Provost approves delaying the leave for one academic year for institutional reasons, the faculty member is eligible for the next leave one academic year earlier than would otherwise have been the case.

*(Revised Fall 2013)*

### 7.8 Guidelines for Applying for Academic Support Committee Grants and Pre-tenure and Sabbatical Leaves

**Introduction and funding guidelines**

The Academic Support Committee is charged with granting funds for faculty development in areas related to research and teaching. Funding is available for sabbatical projects and those that occur during summers and throughout the academic year. Funds are available to all full-time continuing faculty: those in the process of establishing a career as well as those sustaining their professional development. The Committee is most likely to fund well defined projects that can be carried out, or significantly advanced, in the time available to the applicant. The term “project” is used to encompass traditional research, the visual and performing arts, and teaching. Funds from ASC are distributed on the basis of the fiscal year (July 1-June 30). The ASC sets yearly and five-year limits (current limits indicated on the ASC website) on funding for all faculty members.

*Examples of proposals the Committee has approved*

1. Travel, lodging, meals and out-of-pocket expenses associated with a short term trip to develop a specific project.

2. Photocopying, acquisition of documents, slides and microfiche necessary for the development or completion of a project when other sources of funds are not available.

3. The development of on-campus workshops, conferences or seminars related to teaching or scholarship. Where appropriate, the Committee will support small groups of faculty working on a common disciplinary or multi-disciplinary project.
4. Necessary supplies or small equipment purchases that cannot be obtained through other sources of funding (e.g. departmental budget, grants, etc.).

5. Attendance at conferences and workshops related to development of a specific project or to teaching.

6. Hiring of temporary student research assistants when other sources of funds (e.g., departmental budgets) are not available.

7. Supplemental living grants where the project requires the faculty member to live for an extended period away from campus. Such grants are most likely to be considered when the faculty member is on sabbatical.

If there are any questions concerning the appropriateness of a specific project, faculty members are encouraged to consult with the Committee chair, a Committee member, or the Associate Provost prior to submitting an application.

Proposals the Committee usually does not fund

In unusual cases and circumstances, the Committee will consider requests in these areas; however, a rationale for asking for support in these areas must be provided by the applicant making the request.

1. Requests for assistance with expenses normally incurred in obtaining advanced degrees.

2. Requests which are primarily for equipment.

3. Requests for funding of projects which already have been completed.

4. Requests for funding while on leave of absence.

5. Requests for supplies and services that are usually available from departments.

6. Requests for publication page charges, reprints, offprints, or preprints.

7. Requests for stipends.

Proposals approved and/or funded directly by the Provost’s Office or the Associate Provost, not by the ASC

1. Requests for funding for travel to present scholarly work.

2. Requests for released time. (Released time is negotiated among the faculty member, the department chair, and the Provost.)

3. Requests for leave of absence.

4. Proposals specifically concerning department or College-wide curriculum development.
How to Apply for Academic Support Committee Grants, Pre-tenure and Sabbatical Leaves

All requests for funding from the Academic Support Committee should be submitted via the ASC online application form found on the Committee web page (http://sites.allegheny.edu/committees/academic-support-committee/). The online application requires the following information:

1. A brief statement (1-2 single-spaced pages) that clearly defines the project to be pursued and related activities. The statement should include a rationale for the project and its relevance to the applicant’s professional development. Please remember that the members of the Committee may not have expertise in your area of interest. Avoid jargon, and explain the project as clearly as possible.

2. A budget of all anticipated expenses, divided into appropriate categories: transportation, lodging, food, photocopying, library fees, materials, etc. Faculty members are asked to request full funding. The Committee may not be able to award full funding, but the Committee feels it is fairer to all applicants if all anticipated expenses are listed in the proposal. All requests should clearly indicate the fiscal year in which funding is needed. The fiscal year ends on June 30. Funds provided for expenditure in one fiscal year cannot be carried into the next fiscal year.

3. A listing of previous Academic Support Committee grants and a brief description of outcomes resulting from the funded work and a copy of the report from that leave.

4. A list of other sources from which the applicant has requested funding and the likely date of notification from those sources. The Associate Provost’s office should be informed immediately if alternate sources of funding are obtained.

5. A recent curriculum vitae. C.V.’s should be at most four pages in length. Applicants should select for inclusion those items judged to be of most relevance to the committee in deciding the merits of the applicant’s request. Only the most recent publications and presentations need be included unless there is older work that is relevant to the present request. Applicants may wish to indicate the number of items that have not been included (e.g., twelve presentations at disciplinary meetings between 1990 and 1998).

6. For sabbatical requests: a statement indicating when the applicant last received a sabbatical leave.

7. For pre-tenure and sabbatical requests: a letter of support from the department chair, unless the applicant is a department chair. In addition, in all cases, a brief letter indicating how the department intends to cover the applicant’s absence should be provided and copied to the Provost's office.

8. Any additional information that may assist the Committee in evaluating the request.

Applications for pre-tenure and sabbatical leaves that do not include a request for funding should exclude items #2 (budget) and #4 (other sources of funding) from the above list.
**Recipient Responsibilities**

1. Receipts for reimbursements or receipts indicating how a funding advance was spent must be submitted to the Associate Provost’s Office (Box Z).

2. Pre-tenure and sabbatical leave reports that outline the outcome of the leave should be filed with the Provost, the Associate Provost, and the Chair of the Academic Support Committee within three months of the completion of the leave.

3. Short reports (1-2 paragraphs) that summarize the outcome of ASC grants are also required, and should be filed with the Associate Provost and the Chair of the Academic Support Committee. These reports will be posted to the Committee web page to provide a record of the kinds of activities funded by the ASC and to celebrate the accomplishments of faculty receiving grants.

4. Failure to submit leave or ASC grant reports could negatively affect future funding decisions by the Committee.

5. Support from the Allegheny College Academic Support Committee should be acknowledged in publications.

6. If a faculty member does not intend to use all of the approved funds, the Committee should be notified as soon as possible.

7. Grant monies may be used only for the purpose outlined in the proposal. Should circumstances necessitate a significant change in the use of the funds, permission must be obtained from the Committee or the Associate Provost of the College.

**Application Deadlines**

1. November 1 of the year prior to the requested pre-tenure or sabbatical leave is the deadline for submitting requests. The Committee will consider these requests during the month of November.

2. November 1 is the first deadline for Committee grants and pre-tenure and sabbatical leave funding. Requests received after that date will be considered during the February review.

3. February 15 is the final deadline for both Committee grants and sabbatical leave funding grants. Requests received after that date will be considered only if funds are still available.

(Revised Fall 2013)

**7.9 Guidelines for Supplemental Research Fund grants (SRFs)**

Short-term research opportunities sometimes arise at times that make Academic Support Committee applications impractical. For these occasions, full-time continuing faculty at Allegheny can apply to the Academic Support Committee for Supplemental Research Funds for support at a modest level.
These requests are evaluated by the same standards that obtain with conventional ASC funding applications. Faculty should therefore consult the funding guidelines and recipient responsibilities described in Section 7.8 when applying for SRF funding.

Requests for Supplemental Research Funds should be submitted via the online SRF application form found on the Academic Support Committee web page: (http://sites.allegheny.edu/committees/academic-support-committee/). The online application asks for the following information:

- A brief (1-page) narrative description and rationale for the project for which the faculty member seeks SRF funding;
- A brief (1-paragraph) description of the circumstances that require SRF funding, as opposed to a conventional ASC grant application;
- An itemized and totaled estimated budget;
- A list of previous funding support from ASC;
- A brief description of the outcomes of previous work funded by the Committee.

The Associate Provost, in consultation with the Committee, will evaluate SRF applications and will typically inform the applicant of their decision within 10 days of the application.

**Please note:** SRF awards are included in the accounting of an individual faculty member’s cumulative ASC allocation (not to exceed the yearly and five-year limits). Also, in any given fiscal year, the Committee may exhaust its entire budget on conventional ASC grant applications, in which case SRF funds will not be available. Faculty are encouraged to check with the Chair of the Committee or the Associate Provost before completing an application to ensure that funds are still available to support an SRF request.

### 7.10 Institutional Mentors

At the beginning of their first year at Allegheny, all tenure-track faculty members are eligible for, but are not required to have, an institutional mentor, a tenured colleague from a department or program other than that of the new faculty member. A candidate post-multi-year review can also request an institutional mentor. Institutional mentors working with first-year colleagues both participate in the New Faculty Orientation program and meet with their mentees individually and routinely, offering confidential, formative feedback about teaching and professional development in a fashion and at a frequency determined by the mentor and mentee in question. Institutional mentors are expected to work with new-faculty mentees for two consecutive years and typically have two mentees from the same cohort of new faculty.

Given the formative, confidential, and supportive nature of this relationship, institutional mentors will not participate in the summative evaluation of their mentees. For this reason, such mentors who also serve on the Faculty Review Committee must recuse themselves from deliberations whenever that person’s mentee is up for discussion for pre-tenure review. Since institutional mentoring is most often confined to a mentee’s first two years on the tenure track, faculty members who have been institutional mentors and currently serve on FRC will not recuse themselves from FRC discussions of their (former) mentees in years subsequent to the pre-tenure review, including during the time period when their mentees are scheduled for tenure review. On the other hand, an FRC member must recuse him- or