

Name: _____ Department: _____

Years at JCU (full-time): _____ Rank: _____ Category (A or B): _____

Semester(s) and Year(s) for which leave is requested: _____

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| List previous Grauel awards and the results: |
| Provide a statement of not more than two sentences, in layperson's language, describing your proposed project: |

“This award is a leave of either one or two semesters, with compensation, for the purpose of professional development.

To be eligible to apply for a Faculty Fellowship, there are three prerequisites: The Faculty member must (1) be on active status, (2) have completed at least three successive years of full-time teaching at this University by the application deadline,¹ and (3) have completed at least three years of full-time teaching at this University since the last Faculty Fellowship.²

In addition to the application, written comments from the appropriate departmental chair, or other knowledgeable person, should be submitted. These comments should deal with the merits and the feasibility of the project, the ability of the applicant to complete the project successfully, and the influence that the Leave will have on the department and the University.

Applications will be judged on the value of the project, particularly its potential for strengthening the academic effectiveness of the applicant, the department, and the University.”³

TO THE FACULTY:

The Faculty Fellowship will be awarded to faculty for the purpose of professional development. The Committee on Research and Service will accept proposals for two different types of projects, with separate funding for the two categories provided by the Office of the Academic Vice President. The Associate Academic Vice President for Academic Programs and Faculty Diversity serves as the ex officio Chair of the Committee. In making its decision the Committee will take into account how often and how recently an applicant has been funded by University fellowships. All things being equal, the Committee may give preference to faculty who have not yet received any award or to those who have not recently received an award. Faculty (especially those applying for the first time) are strongly encouraged to discuss their application with a Committee member prior to submission. The two categories of proposals are:

- A. Projects that are primarily research-oriented. For purposes of evaluating Grauel Faculty Fellowship applications, research refers to the scholarship of discovery and/or application, creative works, and artistic endeavors. The work should result in a paper, a publication such as a book, monograph, short story, or refereed journal article, or an artistic performance.
- B. Projects which are primarily devoted to other types of scholarly development - these may involve writing of textbooks, curriculum development, coursework devoted to getting up to the current level of research in one's field, retooling in another field of research, academic service-oriented activities or other professional activities.

¹ “Faculty member must have been under a faculty contract with the University (as described in Appendix D of the Faculty Handbook) for three successive years by the application deadline.” (Interpretation of the Faculty Handbook, 10/88, Appendix II.)

² Three full years—six semesters of full-time teaching since the last faculty fellowship. (Clarification by Faculty Handbook Committee, 10/97.) The semester and year of the last Grauel taken can be no later than Spring 2007.

³ Faculty Handbook, p. 31

Grauel Application Steps

PROPOSAL:

Attach your proposal to this form. Please address each of the sections in your proposal. Indicate N/A if not applicable.

- A. Specify the category under which you wish your application to be considered.
- B. Describe the project in a way that is accessible to people outside your field. (If it is not possible to be specific about any of these topics, please explain why.)
 - 1. The nature and scope of your project (What do you intend to do?)
 - 2. The significance of the project (How does it contribute to your field? Why is it important?)
 - 3. How the project relates to a body of work in the field (What has previously been done in the area?)
 - 4. Your procedures and techniques (How will the work be done? Do not assume that those outside your discipline know the sort of methodology and/or day-to-day tasks of the project.)
 - 5. The tentative time frame within which you will work (evolution of the project)
 - 6. Resources at your disposal (such as additional funding possibilities)
 - 7. The expected outcomes
 - 8. Your professional capabilities to carry out the project (What skills do you bring to the project? How it is related to your past professional work and your future career development?)
 - 9. A tentative bibliography of relevant sources. Applications, including creative projects, should demonstrate an understanding of the literature in the field, relevant methodologies, and/or the body of work on which the proposed project draws. (A bibliography strengthens a proposal by demonstrating awareness of significant and current literature in the field. Bibliographies developed for other purposes or taken directly from a dissertation or publication are a disservice to the proposal.)

Reminder: Projects involving human or animal subjects must obtain approval from the Institutional Review Board or the Institutional Animal Care and Use Committee before the use of these subjects.

- C. Include specific information about any other sources of outside support, anticipated, pending, or received.
- D. If this application is for the writing of a textbook, include a copy of the signed publisher's contract, if available.
- E. Attach a curriculum vitae no longer than 4 pages, which includes:
 - 1. Bibliography of your past academic work (Complete citations will include page numbers of articles and book chapters.)
 - 2. A list of relevant unpublished research (talks, papers before meetings, and the like)
 - 3. A list of grants and awards you have received.

Grael Application Steps

- F. Letters of support
 - 1. A letter of support from someone knowledgeable in your field but not involved in your project which addresses the importance of the project must be submitted; the Committee strongly encourages that such a letter come from someone outside the university.
 - 2. For projects that involve other people or institutions (for example, a co-investigator, a laboratory at another institution or an archive where permission is required), a letter of cooperation should be included.
 - 3. A letter from the department chair must indicate how your courses will be covered and may include support for your project.
 - 4. If a chair is applying, a letter must be included from the appropriate dean indicating coverage of the department.
 - 5. Letters in support of your application may be attached to the application. Letters not attached to this form must be sent to the Associate Academic Vice President for Academic Programs and Faculty Diversity, and a list of the writers of these letters included in the application.

CONDITIONS OF ACCEPTANCE:

- 1. Upon acceptance of the Fellowship, recipients must agree to return to John Carroll University faculty for the academic year following the award, relinquish the award, or reimburse the University. Those who have been notified that a tenure-track position has not been renewed are not eligible for the award.
- 2. Recipients are required to submit a written report on the results of the Fellowship to the **Associate Academic Vice President for Academic Programs and Faculty Diversity** no later than **October 1** following the award period.
- 3. Recipients are expected to do what is proposed in the application. Should any change occur in goals and plans, you must notify the Committee on Research and Service through the Associate Academic Vice President for Academic Programs and Faculty Diversity and receive approval from the Committee before proceeding.

Date: _____ Signature of Applicant: _____

Application and all supporting materials are due on **Monday, October 18, 2010**, to the Associate Academic Vice President for Academic Programs and Faculty Diversity. **Incomplete applications will not be considered.**