

G E T T Y S B U R G C O L L E G E

APPLICATION FORM for

Pre-tenure Leave

DEADLINES: Applications must be submitted to the Provost's Office by September 2, 2009.

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 (facultydev@gettysburg.edu). No additional narrative or cover letter is required. Before submitting this form, you should:

- Received 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. 62-63, 2008 edition).
 - Received 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 three questions, while necessary for administrative purposes, are not considered in the approval process. You will be asked to confirm these preferences during the semester preceding the pre-tenure leave.

(5) Do you wish to request the use of your Gettysburg College office during the period of your leave? While we try to honor all such requests, it is not always

possible to guarantee the continued use of your office. For instance, if a full-time replacement is hired, this person most likely will be placed in your office unless another office is available in the department area.

YES

NO

- (6) Will you need to continue to use other facilities of Gettysburg College during the period of your leave (e.g., laboratory, library, special facilities)?

YES

NO

- (7) Do you wish to use your Gettysburg College computer during the period of your leave?

YES

NO

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

- (8) Statement of Project Goals (outline of specific, immediate project objectives):
- (9) Within the context of your own field(s), what is the significance of the research project or scholarly endeavor (Limit the narrative to 1 page. **CRITICAL -- Provide summary for a general audience.**):
- (10) One page bibliography or research list of recent, relevant works. Citations may include your own and/or other related works:
- (11) Timetable for the project, including specific locations and activities:
- (12) Expected involvement of Gettysburg students in the project, if any:

- (13) Anticipated products of the project (e.g., articles, books, art works, technical reports, presentations, etc.) and intended venues (for publication, presentation, exhibition, performance, etc.):
- (14) (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):
- (15) (a) Additional funding and other resources needed:
- (b) Sponsorship received or applied for (internal and external) for this project:
- (16) Have you obtained 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
- (17) Current *curriculum vitae*.