# Pre-Tenure Leave Application

Gettysburg College

## I. Instructions

**Deadline: Applications must be submitted to the Provost’s Office by September 5, 2022.**

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 to ([kflythe@gettysburg.edu](mailto:kflythe@gettysburg.edu)). No additional narrative or cover letter is required. Before submitting this form, you should:

* Receive 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. 62–64, 2011 edition).
* Receive 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.

## II. General information

*This section is to be completed by the student.*

### 1. Name

Your full name:

### 2. Department or program

Your department or program:

### 3. Leave period

Period of leave requested:

Fall Semester  Year:

Spring Semester  Year:

### 4. Chair’s endorsement

Has this proposal received the endorsement of your department chair? The endorsement should be submitted electronically as a separate item.

Yes  No  Not Applicable  (I am currently the department chair.)

**Office space note:**The growth in size of the College’s faculty in recent year’s places a severe constraint on the institution with regard to office space for tenured or tenure-track faculty as well as for non-tenure-track individuals placed in term appointments. For this reason, the Provost’s Office **cannot guarantee a faculty member the use of her or his office during sabbatical**. Indeed, anyone hired as a full-time replacement for a faculty member on leave, will in most cases, be placed in the faculty member’s office.

**Computers:**  
In addition, please indicate whether you will be taking your computer with you while on leave. Yes  No

Is your computer a laptop or a desktop? Laptop  Desktop  (Note: All **desktop** computers must remain on campus.)

## III. Project information

*Please complete the following sections of the form. Use “N/A” when a request does not apply to your proposal.*

### 5. Statement of project goals

Outline of specific, immediate project objectives:

### 6. Significance to your field

Within the context of your own field(s), the significance of the research project or scholarly endeavor (limit the narrative to one page and provide summary for a **general audience**):

### 7. Bibliography

One-page bibliography or research list of recent, relevant works. Citations may include your own and/or other related works (attach additional page if necessary):

### 8. Timetable

Timetable for the project, including specific locations and activities:

### 9. Student involvement

Expected involvement of Gettysburg students in the project, if any:

### 10. Anticipated products

Anticipated products of the project (e.g., articles, books, art works, technical reports, presentations, etc.) and intended venues (for publication, presentation, exhibition, performance, etc.):

### 11. Connections to research and teaching

(a) The relationship of the proposed pre-tenure leave to your long-term program of research or scholarship:

(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):

### 12. Funding

(a) Additional funding and other resources needed:

(b) Sponsorship received or applied for (internal and external) for this project:

### 13. Preliminary feedback

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  Not Applicable

### 14. Current *curriculum vitae*

(Include as attachment.)

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