

**LOYOLA UNIVERSITY MARYLAND**  
**Tenure-track Research Leave**

A. Purpose:

The Tenure-track Research Leave provides tenure-track faculty with one semester without teaching or service obligations to advance scholarly research and projects<sup>1</sup>. Tenure-track Research Leaves are intended to further individual scholarship and aid in the recruitment and retention of faculty.

B. Eligibility:

1. Untenured, tenure-track faculty members are eligible to receive a Tenure-Track Research Leave upon submission of an approved application to an external funding agency and after completion of one year in a full-time tenure-track position at Loyola.

Ordinarily faculty members will time the submission of their application so that the Research Leave occurs during their fourth year following the mid-term review. However, tenure-track faculty members are eligible to apply through the Program after the completion of one year of service and may take the leave in any year except the year in which they apply for tenure and promotion.

2. A faculty member may receive only one Tenure-track Research Leave during the probationary period.

3. The Tenure-track Research Leave must be used during the academic year for which it is awarded.

C. Pre-Application:

1. Application for the Research Leave is a two step-process. The Pre-Application provides an opportunity for the tenure-track faculty member to indicate their research program for the leave period and the outside support that they are seeking for the project.

2. Faculty members should discuss their plans with their Chair and Dean by the end of the first year. Faculty members also should discuss the timing of their proposed leave with their Chair. The Pre-Application may be submitted prior to or following these discussions. The Pre-Application should be submitted electronically via the ORSP website. There is no deadline for the Pre-Application, however, faculty members should be mindful of the target dates for requesting final approval of the leave.

3. The Pre-Application consists of the following:

a. Basic Information

Faculty members must enter their name, department, title of the proposed project, and the projected period of the semester leave.

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<sup>1</sup> While the majority of Tenure-track Research Leaves will be one semester in duration, with approval of the Chair and Dean, tenure-track faculty may request a one-year leave.

#### b. Abstract

The Abstract should provide a concise overview of the project. The word limit for the Abstract is no more than 200 words.

#### c. Project Description

A brief description of the proposed project should be presented. The description should discuss the objectives of the research and its importance, a discussion of the relationship of this project to the applicant's long-term research interests, and expected outcomes in terms of presentation and/or publication outlets. The Project Description should be 2-3 pages in length.

#### d. External Research Support To Be Requested

The applicant should list at least one application for outside funding that he or she intends to submit to support the proposed project. Provide the name of the competition, source of funding, and submission and notification dates. Should the intended application be for a grant that requires matching funds from Loyola, provide a preliminary indication of the type and amount of matching support that will be required. While one application for outside funding is required, faculty members are encouraged to list all funding sources to which they are planning to submit, both for this and other projects.

Applicants should work with the ORSP to identify external funding sources appropriate to the project. The ORSP also will provide guidance on any projected matching fund requests.

#### 4. Pre-Application Review

The Dean and Chair will review the Pre-Application to determine the suitability of the proposed research project and the funding source. The Dean will signify approval electronically.

If the Pre-Application is not approved, the applicant is encouraged to seek feedback from the Dean and/or Chair so that it can be revised and resubmitted.

#### D. Final Approval Procedure:

1. The application for external funding should be submitted using Loyola's proposal routing process. The routing policy requires submission of the complete proposal to the ORSP no later than five business days prior to the external funding agency deadline. For purposes of this program, applicants are strongly encouraged to submit their completed materials to the ORSP no later than 10 business days prior to the application deadline. The applicant should be sure to check the box on the routing form that indicates that the proposal is being submitted to meet the requirements for the Tenure-track Research Leave.

2. Once the external grant proposal has been submitted, the ORSP will prompt the faculty member to confirm the semester in which the Research Leave is requested. Ordinarily, this must be confirmed no later than the last working day in October for a Research Leave during the next academic year. Occasionally and with permission of the Dean and the Chair, such requests may occur as late as the last working day in February for a leave during the spring semester of the following year.

3. The faculty member will be asked to confirm whether or not the research project is identical to the project submitted during the Pre-Application phase. Should the applicant's plan for the Research Leave be different from those described in the application for external funding, the applicant should explain why a change has been made. In such cases, the applicant also should include an Abstract

and Project Description for the project to be conducted during the Research Leave. The Abstract and Project Description should follow the format described in the Pre-Application above.

4. The Chair and Dean will confirm approval of the Leave request before it is forwarded to the Vice President for Academic Affairs for final approval. The Vice President will make the final determination and notify the applicant in writing of the approval of the leave period.

E. Tenure-track Research Leave Period:

1. The Research Leave typically will be one semester in length. Occasionally, an applicant may request a one-year leave

2. The faculty member receives full salary and benefits during a one semester Research Leave. If a one-year Research Leave is approved, the faculty member will receive 70 percent of academic year salary and benefits.

F. Terms of the Grant:

1. A final report on activities including appropriate materials (such as drafts of articles or manuscripts submitted for publication) is due thirty days after the end of grant period. The report should be submitted electronically through the Office of Research and Sponsored Programs website.

2. Faculty should acknowledge the sponsorship of Loyola University Maryland in publications which may come from grant activities, and should send a copy (or reprint, if appropriate) to the dean.

3. Faculty members benefitting from the Research Leave program may be expected to present their research to the University community at a department, school, or University-wide event in the year of their return.

4. The recipient must return to Loyola University Maryland for the academic year following the academic year in which the Research Leave was taken.

5. With the exception of grant-funding that may be supporting the recipient's research project, the Tenure-track Research Program excludes the recipient from receiving any concurrent funding for teaching, research, or other employment activity from Loyola University Maryland or another employer without the written consent of the Dean.

G. Other:

1. If coverage issues arise within a department due to the number of Tenure-Track Research Leaves and senior faculty sabbaticals, preference should be given to the tenure-track faculty.