LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

LOYOLA UNIVERSITY CHICAGO
INTERNAL RESEARCH AWARDS PROGRAM
PAID FACULTY DEVELOPMENT LEAVE INFORMATION

1. **Purpose of award**
   - Research/creative activity - This category includes basic research projects resulting in books or articles, creative artistic work (exhibits, works of art, performances, music or poetry compositions or the like) or any product which materially and significantly enhances one's field of professional expertise. It can include the generation of research results and artistic endeavor and/or the analysis and presentation of such results or endeavors.
   - Faculty professional development - This category includes leaves that would allow faculty to develop additional expertise related to future career plans at Loyola and/or improving particular programs currently offered at or planned for Loyola.

2. **Eligibility and requirements for the award**
   - To be eligible for a paid faculty development leave, an individual must have completed a minimum of three full years of service (six semesters) as a tenure track or tenured faculty at Loyola between the end of any previous paid (research or administrative) or subvented leave and the anticipated beginning date of the new leave.
   - A recipient of a faculty development leave following a Mid-Probationary one-semester paid research leave must have served an additional four years at Loyola (one semester of which may be the Mid-Pro leave) after that Mid-Probationary Review and before the anticipated beginning of a faculty development leave.
   - Faculty development leaves shall be granted only in connection with activities that promise to enhance the recipient's professional competence and contributions in accordance with her/his present or future position at Loyola University Chicago.
   - The FDRC will not review proposals requesting paid or subvented leaves for: (a) any activity primarily related to positions other than the individual's current or future professional position at Loyola; (b) performing full-time duties at another institution similar to those performed at Loyola; (c) completing a doctorate or other terminal degree; (d) primarily visiting various locations of general or professional interest.
   - Within 90 days of the completion of a leave, a report must be filed with the individual's department, college or school, and the Office of Faculty Administration (faculty-admin@luc.edu) describing the professional activities accomplished during the leave and outlining future plans (publications, creative activities, grant applications, curricular innovations, etc.) deriving from leave activities.

- Unsuccessful applications will not be automatically rolled over into subsequent competitions. Applications must be re-filed by those wishing to be considered in subsequent years.
- Unsuccessful applicants will receive a brief summary of the FDRC's feedback and comments. An applicant may request a meeting with the chair of the FDRC (or the chair's delegate or delegates) to receive feedback on how to improve their application for subsequent competitions. Please note: This is not an appeals procedure but a means to help faculty possibly improve their submissions in subsequent years.
- A faculty member receiving a paid leave of absence from Loyola is expected to complete two semesters of service to Loyola following completion of the leave.

3. Submission details and deadline

Please consult your school or college to confirm deadlines for any required preliminary steps. A cover sheet and the project abstract must accompany the application. In addition, recommendations from the department and/or school are required.

All materials must be received as one .pdf document. These electronic copies must be delivered via email attachment to faculty-admin@luc.edu.

4. School/College Review

An evaluation of the proposal from the Chair/Program Director, Dean of the School/College and from the school-level FDRC is required. This evaluation should comment on the technical merit of the proposal, as well as the importance of the leave for the faculty member's professional development. As applicable, these recommendations should also comment on the importance of this proposed work for the academic program and the university.

A timeline for these levels of review should be established by the Deans' Offices, working backward from the deadline for university-level review by the FDRC. The Office of the Dean will submit these evaluations along with the applications to Faculty-admin@luc.edu.

6. Proposal Review Procedure

Proposals will be reviewed and recommended for funding or non-funding by the Faculty Development Review Committee (FDRC). The committee members will review all applications. In addition, each proposal will also be assigned one primary and two secondary reviewers, in accordance with the expertise of FDRC members in a given year. These assignments are usually made by the Chair of the FDRC.

The reviewers will assess the applications on each of the following categories:

a. This proposal effectively explains the significance of the proposed work; shows promise

of attaining goals of value to the relevant discipline; shows how the work will significantly advance the field;

b. This proposal demonstrates that the applicant has a grasp of the field and of the associated literature;

c. This proposal outlines methods or approaches to the proposed work in a way that convinces the reviewer that the objectives of the project will be achieved;

d. This proposal is written clearly and in a manner that can be evaluated by faculty peers for its scholarship quality;

e. This proposal makes clear that the applicant has the expertise to carry out the project and that the applicant's research program will be advanced by this award;

f. This proposal makes clear the extent to which a leave of absence is necessary and/or important to the completion of the project.

g. This proposal outlines the plan for disseminating the results of this project.

Having considered all of these criteria, the Faculty Development Review Committee members will rate the proposal on a five point scale where five indicates "exceptionally ready for funding," three indicates "ready for funding," and scores below three indicate that the proposal is judged not ready for university funding.

7. Clearances

Applicants are reminded that all projects involving human subjects, biohazards, radiation, or the use of live vertebrate animals require approval by the appropriate oversight committee before they can begin. Please contact The Office of Research Services for further assistance with this process.

8. Final Report

Successful applicants will be required to submit a single-page report to the Office of Faculty Administration, Faculty-admin@luc.edu, by the end of the next semester after the conclusion of the leave.

9. External Applications

When appropriate, applicants are encouraged to submit identical or complementary proposals to external funding agencies.

Leave of Absence Proposal Rubric

Rating Categories	Unacceptable for Funding 1	Marginal 2	Adequate 3	Superior 4	Ready for Funding: Exceptional 5
Comprehensiveness of Proposal	Cursory description of project	Brief description of project	Adequate description of project	Detailed description of project	Completely and cogently detailed description of project
Clarity of Proposal	Proposal language is overly discipline-oriented and so unclear to reviewers.	Proposal language is clearer, details are more comprehensible to reviewers.	Proposal language enables reviewers to comprehend the proposal adequately.	Proposal language is very clear and enables reviewers readily to comprehend the proposal.	Proposal is pellucid to reviewers, complementing comprehensiveness, clarity, etc.
Achievable Goals	Goals as specified are unrealistic and unattainable.	Specified goals seem attainable.	Attainment of specified goals is likely.	Specified goals will be attained.	Timetable specifies systematic progression toward clearly attainable goals.
Method for Completing the Project Proposed	No statement provided	Minimal statement	Adequate statement	Method is described in some detail	Steps for completing project are stated in detail.
Description of Expertise of the Researcher	Weak or no description provided	Inadequate description	Adequate description	Expertise is described in some detail	Thorough description of expertise
Project's Impact	Weak or no statement provided	Inadequate statement	Adequate statement	Impact is described in some detail	Thorough description of impact
Dissemination Plan	None stated	Minimal description of dissemination plan	Adequate description of dissemination plan	Dissemination plan is described in some detail	Thorough description of dissemination plan.
References	None included	Some included/dated	Adequate	Detailed listing	Thorough listing of well-qualified references