

Guidelines for application

Leave with pay for an activity that supports the University's international mission

Please note that APSCUF and the Administration agreed in October 2003 that:

Applicants shall submit a three-part application to the Chair of the Alternate Workload Leave Committee.

Part One: Cover Sheet

This sheet includes the signatures of the relevant Department Chair and of the Director of the Institute for International Studies indicating that they are aware of the faculty member's application

Part Two: Overview

The overview describes how the proposed leave will promote the international mission of the University. This description shall include comments about the value of the proposed project to the University and to the applicant's discipline and professional development.

Part Three: Project Description

1. Overview
A detailed statement of the proposed activity.
2. Preparation and Prior Experience
 - ? Evidence of previous involvement with an international program, students, faculty, and/or the International Office is very important criterion.
 - ? Another important criterion is evidence of contacts relevant to the project or a letter of invitation from a foreign host.
 - ? Other relevant material might include preparation for the experience of living in a foreign country, study of the language of the area to be visited, and evidence of readiness for the experience.
3. Outcomes
A detailed statement of the expected results with particular emphasis on the value to the University and its international mission.

Final Report (after completion of proposed project)

A detailed written report shall refer to the project proposed and describe the work actually performed. The outcomes are to be described with particular reference to the value received by the applicant and by the University and its program and/or its students. This report shall be submitted to the University President and the Alternate Workload Committee Chairperson.

Fulbright Awards

Please note that APSCUF and the Administration agreed in October 2003 that:

If a tenured faculty member receives a Fulbright in a given year, s/he would receive an Alternative Workload Leave in order to approximate the award winner's nine-month salary, provided s/he would take at least a full academic year abroad

The Alternative Workload Leave thus granted would be taken from the following year's quota of leaves in the category of International Mission. This means that the Alternative Workload Leave Committee will agree with the judgement of the Fulbright Committee, and only one Alternative Workload Leave at the University's expense will be expected. The single award will be in the category of Meritorious Project.

Guidelines for application

Leave with pay for a meritorious project

Applicants shall submit a five-part application.

Part One: Cover Sheet

This sheet includes from the relevant Department Chair a statement indicating that she or he is aware of the applicant's proposal.

Part Two: Overview

The overview provides a summary that includes activities and goals. It should be clear, specific, and concise, and it should include the value of the project to the university and to applicant's professional development and/or discipline.

Part Three: Methodology

Here the applicant shall present a discussion of the methodology, including the rationale for choosing it and a statement describing the relationship between the activities and outcomes.

Part Four: Feasibility

Please include the following, where appropriate:

- ? feasibility of the timetable, including evidence that the project requires the full period of the leave and that the project will be completed within a reasonable time;
- ? evidence that other persons or institutions necessary to the project have agreed to participate;
- ? evidence that resources will be available; and
- ? evidence that the applicant is prepared for the project; examples of such evidence include previous research, publications, creative work, training or professional activity in the area.

Part Five: Outcomes

The outcomes statement presents a detailed description of the outcomes and expected results with particular emphasis on the value or significance of the project to the University and to the applicant and the applicant's department and/or discipline. This statement may note whether the project will result in a book, an article, a paper to a learned group, a work of art, a new course or program, or the enhanced ability to teach specific courses, to pursue effective research, and/or to better prepare the applicant to fulfill professional responsibilities.

Final Report (after completion of proposed project)

A detailed written report shall refer to the project proposed and describe the work actually performed. The outcomes are to be described with particular reference to the value received by the applicant and by the University and its program and/or its students. This report shall be submitted to the University President and the Alternate Workload Committee Chairperson.