

UNIVERSITY *of*
PUGET SOUND

University Resources

for

Faculty Professional Development

2017-2018

Tacoma, Washington 98416

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DATE: August 1, 2017
TO: All Faculty Members
FROM: Kristine Bartanen
SUBJECT: Faculty Professional Development Resources

Puget Sound encourages and supports professional development in order to maintain an excellent faculty of teacher-scholars. The *Faculty Professional Development Resources* document is prepared by the Office of the Academic Vice President in consultation with the University Enrichment Committee and the Faculty Senate to provide the faculty with ready access to information on resources for continuing professional growth.

Leaves of all kinds have one single date for application, October 12. Faculty applying for pre-tenure and regular sabbaticals, fellowships, grants inside or outside the university, or unpaid leaves that would entail being out of the classroom for a semester or more during 2017-2018 need to observe this deadline. The single deadline reduces confusion, allows departments time to plan for curriculum and staffing needs, and allows the deans to manage the faculty replacement process effectively. Other application dates are:

Martin Nelson Summer Research and Study Grants--November 1

Faculty Research Grants (UEC)--December 1 and March 1

Release Time, both traditional and civic scholarship units--February 1 for both Fall 2018 and Spring 2019.

[Release Time for Experiential Learning](#) (Mellon-funded, 2017-18 only) – September 30, 2017 for Spring 2018.

Faculty who will be putting together files for tenure review in 2017-2018 normally are eligible to seek a sabbatical leave to be taken during the 2018-2019 year. **Consideration for a 2018-2019 sabbatical is possible only if you apply by the October 12 deadline.** Final approval for a sabbatical for untenured, tenure-line faculty will not occur until the granting of tenure has been confirmed by the Board of Trustees. All tenure-line faculty seeking a sabbatical are also eligible to apply for John Lantz Sabbatical Enhancement funds to help support specific project expenses incurred during a sabbatical. Before applying for sabbatical leave, be sure to read the “Eligibility” paragraph of the *Sabbatical Leave* section of this handbook. If you have questions regarding eligibility, please call me (3205).

Current application forms and a budget proposal form for Lantz Enhancement and Martin Nelson Summer Award requests may be downloaded from the web at the [Faculty Professional Development Resources webpage](#). If you have questions regarding a project that you believe may qualify for funding, please call Associate Dean of Experiential Learning and Civic Scholarship Renee Houston at 3207.

Effective Fall 2013: In accord with federal guidelines, Puget Sound has implemented an updated [Research Misconduct Policy](#) and amended the *Faculty Code* accordingly (Chapter I, Part D, Section 4 on Professional Ethics and Chapter VI, Section 2 on prehearing settlement conference).

Effective Fall 2010: An application process for course release time associated with civic scholarship, broadly defined, is included in this document in the section describing Release Time.

Effective Fall 2009: If any professional development, including conference participation, involves travel outside of the United States, please read the [University of Puget Sound Policy Governing Faculty, Student, and Staff Travel Abroad to High-Risk Areas](#). **All requests for professional development awards involving international travel require advance sign-off on a short liability release as part of the application form; please avoid applying for funds after a conference trip.**

The Public Health Service of the federal government’s Department of Health and Human Services requires us to have in place a *Policy for Responding to Allegations of Scientific Misconduct*. Without such a policy, the university is ineligible to receive, on behalf of faculty, PHS research grants or fellowships. In May 1997 the Professional Standards Committee approved a policy for the university. Copies may be obtained from the Associate Deans’ Office.

Background

The Faculty Code emphasizes the continuing professional growth and development of each faculty member. For example, Chapter I, Part C, Section 1:

"Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, professors devote their energies to developing their scholarly competence."

Similarly, Chapter I, Part D, Section 2D:

"The faculty member's professional development has a direct bearing not only on the person's expertise, but also on the quality and effectiveness of the person's teaching. The university encourages creative work such as research, publication, and performance in the arts."

In addition, professional growth is a major criterion for promotion and tenure.

These expectations place great responsibility upon the university to provide resources for professional growth, within the institution's fiscal capabilities. They also place great responsibility upon each faculty member to use those resources wisely and effectively. Reports are one important way in which recipients can help ensure the effective use of the development funds. Therefore, the submission of the specific reports in a timely manner is an integral part of each grant and a precondition for future allocations.

This document outlines the available resources for professional development, their purposes, application procedures and deadlines, and required reports. Further questions of information or clarification are to be directed either to the dean of the university or the University Enrichment Committee depending on who has jurisdiction over the particular program in question.

Reports submitted in compliance with the programs administered by the University Enrichment Committee will become part of the records of the Committee for its use. Any outside funding including honoraria or expenses are to be subtracted from any Enrichment Committee allocation.

Conference Participation

Description: Funds are provided annually for the purpose of supporting faculty travel to professional meetings in which a faculty member is a participant. Faculty who receive a pedagogy travel grant are not eligible for a conference participation grant except insofar as money remains on May 15 to fund second trips.

Professional meetings are defined to be meetings attended substantially by one's professional peers. Fundable participation in professional meetings may take several forms. A faculty member may receive 100% funding (of allowable expenses up to \$1,350 for travel to domestic destinations and up to \$1,570 for travel to international destinations) to give a formal presentation of original scholarly work at a professional meeting. (In the arts, a performance or exhibition will be regarded as the equivalent of a presentation of original scholarly work.) The method of presentation may vary among disciplines, but the presentation will be considered for 100% funding if the material presented is equivalent in depth and scope to the standard research presentation in the discipline.

A faculty member may receive funding at 60% for participation in a professional meeting that involves service as a commentator, respondent, discussant, exhibitor, or performer. Funding in this category will be contingent on presentation of evidence of substantial prior preparation for the session in question and of an explanation of the scholarly content of planned participation. A petition to the Enrichment Committee may be made for 100% funding if the faculty member is serving on the board of a professional association or as a program planner.

A faculty member normally will not be funded for a meeting in which her/his participation involves only serving as a chair of a session, organizing a symposium, or serving as a meeting organizer or a member of the executive committee of the sponsoring organization. Presentation of substantially the same paper or performance will be funded only one time. Multiple UPS authors of a paper will be funded to a maximum of \$1,350 total (\$1,570 total for international destinations) for all co-authors combined.

Percentages and limits will be set annually by the University Enrichment Committee based on expected requests and funds available. Funds may be reserved but will not be distributed until the final report is submitted by the faculty member and, in the judgment of the University Enrichment Committee, the criteria have been met.

Eligibility: These funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical positions, faculty holding fulltime three-year assistant professor appointments, and full-time, continuing artists-in-residence who are participants in a professional meeting. Up to ten percent of the conference participation funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Faculty on sabbatical leave will be eligible for funding on a least cost basis either from Tacoma to the meeting place or from the sabbatical location to the meeting place.

Application: Application for these funds should be made using the **form available on the [Faculty Professional Development Resources website](#)** to the University Enrichment Committee, in care of Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212 or CMB 1020, at least two weeks prior to the date of travel.

The following should be included in the initial request for conference participation funds:

1. a completed Request for Conference Participation Travel Funding form, including signatures of the participant and the department chair;
2. an abstract or copy of the paper or other scholarly work to be presented;
3. verification of the paper's acceptance. The Committee may approve a conference participation grant on the basis of the first two requirements subject to receipt of the official acceptance of the paper.
4. [Foreign Travel Waiver](#) documentation, if applicable.

Deadline: Applications for first trips are acted upon in the order received, and they must be received by May 15 for consideration in the current fiscal year. Funding of second trips occurs on May 16 if any funds remain in the travel pool. If the amount of money remaining is insufficient to fund all approved second trips fully, second trips will be funded partially, with a funding differential of approximately twenty per cent favoring the applications of untenured tenure-line faculty. For example, depending on the amount of money in the pool, applications of untenured tenure-line faculty might be funded at 80% and others at 60%, or the former might be funded at 60% and others at 40%. The percentages actually used will vary from year to year, depending on funding. Second trip requests should be submitted as early as possible but will not be funded prior to May 15. Third trips will not be funded.

Reporting: Grant recipients shall provide the following reports to the University Enrichment Committee in care of Renee Houston; Jones 212 or CMB 1020, within thirty days after the conference:

1. Reasonable evidence of his/her participation at the conference, such as a copy of the final conference program or a copy of the paper/scholarly work.
2. A completed Reimbursement Request form available at the [UEC Expense and Reimbursement Information webpage](#). Attach original invoices and receipts for all expenses.

Conference Participation: Pedagogy

Description: A small pool of funds is provided to support faculty travel to professional meetings to present papers describing innovations in teaching or other results of their pedagogical activities. Such meetings must be devoted to developments in pedagogy or have special sessions devoted to pedagogy.

Eligibility, funding guidelines and criteria are essentially the same as for regular Conference Participation support, except that there is no funding for faculty serving a discussant function only. Faculty who receive a conference participation travel grant are not eligible for a pedagogy grant except insofar as money remains on May 15 to fund second trips.

Application: Application for these funds should be made to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212 or CMB 1020, on behalf of the University Enrichment Committee, on the same form used to apply for regular conference participation funding.

The following should be included with the application:

1. a completed Request for [Conference Participation Travel Funding form](#), including signatures of the participant and the department chair. Forms are available on the [Professional Development Resources website](#).
2. an abstract or copy of the paper to be presented;
3. verification of the paper's acceptance. The Committee may approve a conference participation grant on the basis of the first two requirements subject to receipt of the official acceptance of the paper.
4. [Foreign Travel Waiver](#) documentation, if applicable.

Deadline: Applications are reviewed and funded in the order received until funds are exhausted. Faculty are encouraged to apply by May 15 as funds are invariably exhausted thereafter. Funding of second trips occurs after May 15 if funds remain in the travel pool.

Reporting: Grant recipients shall provide the following reports to the University Enrichment Committee in care of Renee Houston; Jones 212 or CMB 1020, within thirty days after the conference:

1. Reasonable evidence of participation at the conference, such as a copy of the final conference program or a copy of the paper presented, and
2. A completed Reimbursement Request form available at the [UEC Expense and Reimbursement Information webpage](#). Attach original invoices and receipts for all expenses.

Course and Seminar

Description: Funds are provided for the purpose of supporting the enrollment of faculty members in short-term courses or seminars. The objective of such activities should be the extension of established disciplinary expertise or the acquisition of knowledge in a separate but clearly related field. Normally, short courses or seminars offered before or after professional conferences will be funded on a per diem and tuition basis. Travel to the conference should be funded from departmental travel funds or, if applicable, from conference participation funds. To be funded, evidence of substantial work, such as pre-seminar or course reading or post-seminar reports, is required. Course and Seminar funds will support travel to the same course only once every five years.

Eligibility: These funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical positions, faculty holding fulltime three-year assistant professor appointments, and full-time, continuing artists-in-residence. Up to ten percent of the course and seminar funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Funding, up to 50% of total allowable expense including travel, tuition, and other per diem expenses up to a maximum of \$995 per year, may be requested. (The \$995 maximum per year may be used on a single program or several programs.) Instructors and visiting faculty with less than three years of service at the university and non-tenure-line short term replacements of tenure-line faculty will not be funded. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the University Enrichment Committee using the form available on the [Faculty Professional Development Resources website](#). If applicable, also include [Foreign Travel Waiver](#) documentation.

Deadline: Applications must be received by May 15 for consideration in the current fiscal year. Application, on a first-come first-served basis, should be made at least sixty (60) days before commencement of the course.

Reporting: A faculty member receiving such funds shall provide the following reports within thirty days after completion of the course or seminar:

1. When the course or seminar is complete, a report of substantial nature will be provided. It should include a summary and critical review of the course content, an outline of the professional growth and development as a result of the experience and an explanation of the impact of the course in his/her future teaching and/or professional advancement. The report should be submitted by the faculty member to the University Enrichment Committee through the Office of the Associate Deans.
2. A completed Reimbursement Request form available on the

[UEC Expense and Reimbursement Information webpage](#). Attach original invoices and receipts.

Special Provisions: Faculty completing such courses or seminars are encouraged to share the results formally with their colleagues.

Departmental Travel

Description: As a regular line item in each department budget, the university allocates funds for travel by the full-time faculty for professional development. The funds constitute a departmental travel pool and all full time faculty members are to be involved equitably in the decisions regarding utilization of the funds for the benefit of the individual members, the department and the university. Professional development is broadly defined and would include travel to attend professional meetings, special meetings within the discipline on teaching or research and other professionally related activities. Departments are encouraged to develop guidelines for the distribution of the funds and to expend the funds on an annual basis.

Eligibility: These funds are intended for the use of full-time faculty members. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the department chair in accordance with procedures established by the department. If traveling outside the United States, the appropriate Foreign Travel Waiver documents should be completed and forwarded to the associate dean.

Deadline: There is no established deadline, although a department is free to set one.

Reporting: A faculty member receiving such funds shall provide the following reports upon completion of the travel: (1) any invoices or other documentation required by the Office of Finance to substantiate the travel; and (2) a summary memorandum to the department chair outlining the travel activity and derived benefits.

Faculty Research

Description:

Funds are provided for the purpose of enhancing faculty professional expertise in one's field and to enrich the academic environment.

These funds are to support research-related activities. Examples are (but are not limited to): travel; per diem for living expenses while away from the university and engaged in research; supplies and equipment; copying; interlibrary loan and library electronic document delivery services; payment, when necessary, to secure human subjects; and student assistants.

Publication costs are considered for funding when there is evidence of readiness for publication and the applicant has tried to negotiate or cover these costs in other ways. Publication costs are typically funded up to 80% of the total cost. These costs include page charges, required open access costs, image licensing fees, etc. The committee will consider funding journal publication fees if all of the following requirements are met:

- The journal is peer-reviewed
- The publication charge is required to publish the work in the chosen journal
- The applicant has tried to negotiate down the publication fees
- The applicant shows evidence of pursuing other funding sources to cover this cost
- The applicant makes a strong case in their narrative that this particular publication venue is necessary¹ (e.g., for open access journals, the journal is listed in the Directory of Open Access Journals).

These funds are not intended for course development or sabbatical-related expenses. Burlington Northern funds may be sought for curriculum development support and the John Lantz Sabbatical Enhancement Award program is the appropriate source of funding for sabbatical research and travel. The exception is that recipients of pre-tenure sabbaticals (e.g., Martin Nelson, Mellon, Hall, or Trimble Pre-tenure Sabbatical Fellowships) may apply for funds from this faculty research pool to support sabbatical research and travel expenses.

Additional items not funded include completion of degree work, salary for the researcher, curriculum development unless that development is an integral part of the research problem, or payment to those book publishers that routinely require subsidies from authors as a condition of publication.

Eligibility:

Research funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical assistant or associate professor positions, faculty holding fulltime three-year assistant professor appointments, and

¹ Collins Memorial Library has resources available to help evaluate open access journal options, and subject librarians are also able to offer assistance.

full-time, continuing artists-in-residence who are actively engaged in scholarly research. Up to ten percent of the research funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Instructors with less than three years of service at the university and non-tenure-line, short term replacements of tenure-line faculty will not be funded.

An application from a faculty member in the last year of service to the university will not normally be considered for a grant unless the project is to be completed by the end of his or her final contract year.

Eligible faculty in the early stages of a project are especially encouraged to apply. In addition, the committee will not normally consider new proposals from faculty members who have not closed out and completed the reporting requirements for previous grants.

Application:

Application for these funds should be made to the University Enrichment Committee using form attached below. One print copy of the proposal is to be provided, including the following:

1. the cover sheet with all pertinent information, budget summary, and signatures;
2. 100 word abstract;
3. background information and specific objectives of the proposed project;
4. methods by which project objectives are to be attained with appropriate references;
5. an itemized budget, including brief explanations for expenses;
6. Foreign Travel Waiver documentation, if applicable; and
7. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) and/or [IACUC](#) approval processes information on the university's website for details.

Evaluation Guidelines:

1. Proposals relating to a faculty member's professional discipline are eligible for funding, and the research should be clearly related to enhancing the faculty member's professional expertise. Basic and applied research in any field and performances and exhibitions in the arts are given equal consideration where performance or exhibitions would serve the same purpose as basic research and are developed for the first time.

2. Proposals should outline the likelihood of the project leading to scholarly publication, performance, or exhibition.
3. Proposals should clearly indicate the timeline for completion of work within two years.
4. The required itemized budget should be clear, appropriate, and well justified.
5. The research plan and/or proposed process for the project should be clearly stated in the proposal.
6. A faculty member's past record of awards will be considered in the evaluation process

Deadline:

Fall proposals are due December 1, and awards will be announced by December 15. Spring proposals are due March 1, and awards will be announced by March 21.

Budget:

The limit for each grant requested is \$2,000.00; however, the limit may be exceeded in unusual and convincing situations. Within any grant, no more than \$600.00 will be allocated for per diem expenses when the recipient must relocate to conduct the research in a different geographic area for an extended period of time. The use of a student assistant, up to 100 hours, may be requested. Students are paid an hourly rate in accordance with standard student employment policies and procedures.

Any deviation in expenditures from the approved budget must receive the approval of the University Enrichment Committee. Send such requests in care of Associate Dean of Experiential Learning and Civic Scholarship Renee Houston. Unapproved cost overruns are the responsibility of the grantee. Costs in need of careful monitoring by the grantee include expenses for equipment and interlibrary loan charges.

Reporting:

Faculty receiving such funds shall provide the following reports:

1. any invoices or other documentation required by the Office of Finance to substantiate expenditures made against the grant account;
2. a written progress report to the University Enrichment Committee by August 31 immediately following the fall or spring term in which the grant is received; and
3. a final report or progress report to the University Enrichment Committee by August 31 of the subsequent year, containing a detailed financial accounting and a copy or description of the project's results.
 - If the project is not completed by August 31 of the subsequent year, faculty may request a grant extension. Please submit a Request for Deadline Extension: University Research Funds

form available on the [Faculty Professional Development Resources](#) webpage.

- All unspent funds of two-year old accounts will be reclaimed and allocated for future requests unless a grant extension is filed and approved by the UEC.

Other Details:

1. Student assistance authorized by a research grant must be processed through the director of student employment before any work is done. Secretarial support, beyond normal duties by university secretary, must be authorized by the director of human resources before any work is done.
2. Equipment, books, slides, music, or other such non-expendable materials purchased with research funds become part of the resources of the department or the university library upon completion of the project.

The Henry Luce Southeast Asia Field Initiative Awards

Description: The Henry Luce Faculty Field Initiative Awards for Southeast Asia are provided each year for the purpose of supporting faculty members interested in developing or extending professional expertise in Southeast Asia in order to inform their teaching at the University of Puget Sound. These funds are to support faculty in pursuing projects in Southeast Asia that combine learning about local culture and language with environmental/sustainability issues. Two awards of up to \$6000 will be available per year. These awards are intended to cover travel and lodging expenses, mandatory language training (either in country or prior to going to Southeast Asia), and other associated costs for a period of 10-20 days in Southeast Asia.

Eligibility: These funds are intended for use by full-time faculty members in ongoing positions. Faculty receiving this award will be expected to incorporate their findings and experience into their teaching at Puget Sound and participate in an annual Southeast Asia Symposium.

Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the dean of the university in care of Associate Dean Kukreja, CMB 1020 or Jones 212. The application should include:

1. A written statement describing a manageable project or undertaking with a description of the activities planned in the field, and a clear explication of the relationship between the proposed activities and the faculty's teaching goals at Puget Sound;
2. A one-paragraph summary of the project. The summary of your project may be used in publicizing the award;
3. A detailed budget; and
4. [Foreign Travel Waiver](#) documentation.

Preference will be given to applicants who can demonstrate clear curricular application of activities supported by the award (which may be during the summer, the winter break, or another block of time).

Deadline: Application shall be submitted on or before February 1.

Reporting: A faculty member receiving a Henry Luce Field Initiative Award for Southeast Asia shall submit a written report of the activities undertaken within 30 days of the conclusion of the trip. The report should be submitted to Associate Dean Sunil Kukreja the Office of the Associate Deans.

The faculty member must also complete the [Reimbursement Request form](#) located on the Faculty [Professional Development Resources](#) webpage. Attach **original** receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.

Martin Nelson Awards for Summer Research or Study

Description: The Martin Nelson Summer Awards for Research or Advanced Study provide stipends and expenses to faculty so that they may pursue research or scholarly study during the summer months, free from other gainful employment. These awards of up to \$4000.00 each are intended to replace income (maximum \$3,000.00) and expenses to support faculty in their continued development in teaching and scholarship through further research or study in their disciplines.

These awards have been provided from an endowment established by an anonymous donor, who recognized the central role played by the faculty in developing the excellence of the university. The donor was especially desirous of supporting the summer research or study activities of faculty. In this way there will be a continuing growth of the faculty's mastery of their teaching fields, thereby contributing directly to excellence in teaching which produces men and women of genuine understanding. Faculty may apply for Martin Nelson Summer Awards to support projects using technology in teaching, assuming the project meets the above expectations.

The awards are to be used by senior faculty to continue developing their abilities as teachers through further research or study. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers, should show that the proposed projects will strengthen their specific abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

The review of all applications and the selection of award recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by the chair in assessing the project's significance to the discipline and to the university's educational program.

Eligibility: To be eligible for the Martin Nelson Summer Award, you must be a tenure-line faculty member, a clinical faculty member in Physical Therapy or Occupational Therapy, or a full time, continuing artist-in-residence faculty member with at least one year of service at the University of Puget Sound as of September 1 preceding the proposed summer research or study. You must also be recognized for outstanding teaching and professional growth. Faculty are eligible to receive a Martin Nelson Summer Award no more often than every third year.

Please see policy statement and documentation required for university support of travel outside the United States.

Application: A complete application for the Martin Nelson Award for Summer Research or Study shall consist of:

1. Evidence of teaching excellence.
2. A written statement. Describe a manageable project with clear focus for summer research or study which includes a clear explication of the direct relationship of the project to your teaching, service in the department and the University. Strong university service is an expectation of persons with five or more years at the university. If you plan to be at another university or research institution as a part of the summer program, a letter of agreement regarding the assignment must be included.
3. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.
4. A budget. Prepare an itemized budget with explanatory notes designating the amount of the stipend and expenses related to the research or study such as costs for transportation, per diem, registration fees, research materials, supplies, books or other items. Use the Lantz Enhancement and Martin Nelson Award budget form available on the [Faculty Professional Development Resources website](#).
5. A chair evaluation and recommendation. Please ask your department chair to submit a letter of recommendation evaluating the proposal and indicating how the proposed research or study fits into the goals of the department. This material is to be sent directly to the dean of the University.
6. [Foreign Travel Waiver](#) documentation, if applicable.
7. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information on the university's website for details.
8. **Limit the length of your application, including written statement and supporting documents (except the chair's recommendation, Foreign Travel Waiver documentation and IRB documentation), to five pages.** Materials other than those specified are not desired.

If there are more applications than awards, faculty without leaves, Nelson or Lantz awards within the past two years will be given preference.

Deadline:

The completed application for the Martin Nelson Award for Summer Research or Study is to be sent to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212, by November 1 of the year preceding the summer in which the research or study is to be undertaken. Award recipients will be announced on or before December 8.

Reporting:

Upon completion of your summer work, due no later than August 31, please submit a written report that describes in detail what you accomplished during the summer in terms of achieving the goals and objectives outlined in your original application, and that provides a general accounting of expenditures. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

Special Conditions:

Recipients of the Martin Nelson Award for Summer Research or Study agree to return to the university for a period of at least one year after the conclusion of the summer work, or to repay the university for all funds received as a part of the award.

Miki Japanese Studies Professional Development Awards

Description: The Japan Foundation and the Miki Memorial Endowment Fund provides funds for the purpose of supporting Puget Sound faculty members to enhance or develop proficiency and currency on Japanese society and culture to inform their curricular offerings or scholarly research. Up to two grants generally not to exceed \$5,000 each will be available each year. (Up to \$3,000 of this may be requested in the form of a stipend.) Activities covered by these funds may include travel to Japan, lodging and meals, tuition for advanced language study, research and other expenses associated with fieldwork and other relevant expenses. Travel should normally last a minimum of two weeks. Please see policy statement and documentation required for university support of travel outside the United States.

Eligibility: These funds are intended for use by tenure-line faculty members and ongoing Instructors with at least one year of prior service at the University of Puget Sound.

Application: Application for this award should be made to the associate dean. The application should address the following:

1. the teaching or research program to be sustained by the award;
2. the activities planned for the award period;
3. a detailed budget;
4. the ways in which this award will enhance the applicant's capacity to teach more effectively topics related to Japan;
5. [Foreign Travel Waiver](#) documentation, and
6. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) and/or [IACUC](#) approval processes information on the university's website for details.
7. Limit the length of your application, including written statement and supporting documents (except the Foreign Travel Waiver documentation and IRB documentation) to five pages.

Deadline: Application for the Miki Japanese Studies Professional Development Awards must be received by February 1 (there is one deadline per academic year for awards in summer or into the next academic year). Send materials to Associate Dean Sunil Kukreja, CMB 1020 or via email to kukreja@pugetsound.edu.

Reimbursement: To receive reimbursement, the faculty member should complete a [Reimbursement Request form](#) available on the [Faculty Professional Development Resources website](#) within 10 days upon return. Attach **original** receipts for all expenses and submit to the associate dean, CMB 1020, Jones 212. Reimbursement cannot be made for expenses for which original receipts are not presented.

Reporting: A faculty member receiving an award shall submit a written report of the activities undertaken by August 31 of the year the award is granted. The report should be submitted to Sunil Kukreja in the Office of the Associate Deans.

Request for Deadline Extension: University Research Funds

Description: To ensure the best use of limited resources, all unspent university research funds will be reclaimed after the date that the final report is due (see the ‘Reporting’ section in the description of Faculty Research funding in the University Resources for Faculty Professional Development document). As stated, these are starter funds, intended to assist faculty in initiating new lines of research. This goal is best achieved when research funds are supporting active projects.

In exceptional cases, the University Enrichment Committee will consider extension of this deadline beyond the deadline.

Eligibility: Faculty who have met the reporting requirements for all university funds they have received are eligible to apply for an extension.

Application: Application for an extension should be made to the University Enrichment Committee using the form available on the [Faculty Professional Development Resources webpage](#). A completed application will include:

- (1) the cover sheet with all pertinent information and signatures;
- (2) a discussion of the reason(s) the project goals were not attainable within the time limit;
- (3) a revised timetable for completion and reporting;
- (4) the original project proposal for which funding was received.

Deadline: The extension request must be received by August 31st of the same year the final report was to have been completed.

Sabbatical Leave

Description: Funds are allocated annually to support faculty leaves of absence for purposes of professional growth which will enhance an individual's effectiveness as a teaching scholar. Faculty may elect a half-year's leave with full salary or a full-year's leave with half salary. Benefits will be continued but may be adjusted as mandated by law or policy, (e.g., social security taxes and retirement annuity which are based on actual earnings.)

Eligibility: Sabbatical leaves, as the name implies, may be granted for eligible faculty once in every seven-year period of full time employment. To be eligible for a sabbatical leave, a faculty member must hold tenure at the time the sabbatical is granted and must have completed six academic years of full time teaching at the University of Puget Sound since joining the faculty or since the completion of the academic year in which the last sabbatical leave occurred. Clinical faculty in the Schools of Physical Therapy and Occupational Therapy and full time, continuing artist-in-residence faculty, who have completed six years of full time teaching at the university since joining the faculty or since the completion of the academic year in which the last sabbatical occurred are also eligible. One semester of leave fully supported through competitive external funding or through competitive internal grants or fellowships may be included in the calculation of semesters of teaching for purposes of sabbatical application. Time spent on leave without pay or on sick leave for any extended period will not normally be credited toward the service requirement. Units allocated to administrative duties or units of released time granted through recognized university programs are considered a normal part of a faculty member's full time responsibilities within the expectation of full time teaching. If a faculty member does not apply for a sabbatical leave when first eligible, the faculty member retains eligibility but does not accumulate service toward an additional sabbatical at a later point. With prior approval of the Dean, delay of a sabbatical to serve university needs may accrue service toward a subsequent sabbatical.

Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for a sabbatical leave is made to the dean of the university via the department chair using the form available on the [Faculty Professional Development Resources website](#). The application should include the following:

1. a completed and signed Leave Application form;
2. a detailed outline of the professional activity to be undertaken, specifying precisely the expected outcome;
3. a clear statement of the place this leave activity will fill in the faculty member's long-term professional growth;

4. [Foreign Travel Waiver](#) documentation, if applicable;
5. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information on the university's website for details.

Limit the length of your written application (items 2 and 3 above) to five pages. In transmitting the leave request, the chair will

1. recommend approval or disapproval;
2. assess professionally the value of the proposed activity to the faculty member, the department, and the university; and
3. state what replacement will be necessary. Applications are awarded on the basis of the needs of the department or the university and the value of the applicant's proposed project.

Deadline: Applications must be submitted to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212, by October 12 of the year preceding that in which the sabbatical leave is to be taken.

Reporting: Upon completion of your sabbatical fellowship, due no later than August 31 of the year during which the leave was taken, please submit a written report that outlines in sufficient detail what was accomplished during this leave and what benefits likely will accrue to the department or university from the leave. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

Special Conditions: A faculty member receiving a sabbatical leave agrees to return to the university for at least one year following the leave or to reimburse the university for all funds received.

A professional leave funded in whole or in part by the university is designed to provide the time necessary for the individual faculty member to pursue intellectual growth and development within her/his field. Consequently, such a leave is not to be used for other employment.

John Lantz Sabbatical Enhancement Awards

Description:

Several John Lantz Sabbatical Enhancement Awards are available each year. These awards enable faculty to spend all, or a portion, of a sabbatical leave period away from the university. The awards may be used for moving expenses, rent supplements, or special research costs which cannot be covered by other faculty professional development funds.

These awards have been provided from an endowment established by an anonymous donor, who recognized the central role played by the faculty in developing the excellence of the university. The donor was especially desirous of supporting faculty research or advanced study during a sabbatical period as a way to strengthen the kind of undergraduate teaching which produces men and women of genuine understanding.

The enhancement awards are to be used by senior faculty to continue developing their abilities as teachers through further research or study. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers of undergraduates, should show that the proposed projects will strengthen their specific abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

A separate application for a Lantz Sabbatical Enhancement Award is necessary, even if an application for a John Lantz Senior Fellowship or a regular sabbatical has been submitted. An Enhancement Award is not contingent upon application for a Senior Fellowship, nor does receipt of a Lantz Senior Fellowship preclude an Enhancement Award.

The review of all applications and the selection of award recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by the chair in assessing the project's significance to the discipline and to the university's educational program.

Eligibility:

To be eligible for consideration, you must be tenured (or in the tenure evaluation year), eligible for a sabbatical leave during the following academic year, and recognized for outstanding teaching, professional growth and service to the university. You do not need to have tenure on September 1 of the year in which you apply for the John Lantz Sabbatical Enhancement Award.

Please see policy statement and documentation required for university support of travel outside the United States.

Application:

A completed application for the John Lantz Sabbatical Enhancement Awards shall include:

1. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.
2. A written statement. Describe your plan for the sabbatical leave which includes a clear explication of the direct relationship of the project to your teaching and service in the department and the university. An explanation of the need for funds for your project is required. If you plan to be at another university or research institution as a part of the sabbatical, a letter of agreement regarding the assignment must be included.
3. A written statement of professional goals. Describe how the requested funds will further your professional goals for the next three to five years and the contribution the award will make to your sabbatical leave and your teaching, professional growth and university service. Strong university service is an expectation of persons with five or more years at the university.
4. Evidence of teaching excellence.
5. A budget. Prepare an itemized list of expense items with explanatory notes. Use the **Lantz Enhancement and Martin Nelson Award budget form** available on the [Professional Development Resources webpage](#).
6. [Foreign Travel Waiver](#) documentation, if applicable (available on the university website).
7. For research that involves the use of human participants or animals, please be aware the appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information available on the university website for details.
8. A chair evaluation and recommendation. Please ask your department chair to submit a letter of recommendation evaluating the proposal and indicating how the use of the requested funds fits into the goals of the department or school. This material is to be sent directly to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212.
9. **Limit the length of your application, including written statement and supporting documents (excluding the chair's recommendation, Foreign Travel Waiver documentation, and IRB documentation), to five pages.**

Materials other than those specified are not desired.

Deadline:

The completed application must be submitted to the associate dean no later than October 12 of the year preceding the academic year in which you propose to use the award. Award recipients will be announced on or before December 8.

Reporting:

Upon completion of your sabbatical, please submit a written report that outlines in detail what you accomplished during the sabbatical in terms of achieving the goals and objectives you outlined in the original application and that provides a general accounting of expenditures. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. The report is due by August 31 of the academic year during which the grant was awarded.

Special Conditions:

Recipients of a John Lantz Sabbatical Enhancement Award agree to return to the university for a period of at least one year following the conclusion of the sabbatical, or to repay the university all funds received. Compensation received from another institution is subject to the same rules under sabbatical leaves.

John Lantz Senior Fellowship for Research or Advanced Study

Description

John Lantz Senior Fellowships for Research or Advanced Study provide funds to extend regularly-scheduled sabbatical leaves to a full academic year at full pay. Recipients whose research or study interests require extensive travel or other unusual costs may elect to receive funds up to \$15,000 in lieu of the leave extension.

These fellowships have been provided from an endowment established by an anonymous donor, who recognized the central role played by the faculty in developing the excellence of the university. The donor was especially desirous of supporting faculty research or advanced study in a way that would strengthen the kind of teaching that produces men and women of genuine understanding.

The fellowships are to be used by senior faculty to continue developing their abilities as teachers through further research or study. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers, should show that the proposed projects will strengthen their specific abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

The review of all applications and the selection of award recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by referees in assessing the project's significance to the discipline and to the university's educational program.

Eligibility

To be considered for a John Lantz Senior Fellowship, you must be tenured (or in the tenure evaluation year), eligible for a sabbatical leave during the next academic year, and recognized for outstanding teaching, professional growth and service to the university. Faculty who received a Pre-tenure Sabbatical Fellowship within the previous six years are not eligible for a Lantz Fellowship. Faculty who previously received a John Lantz Sabbatical Fellowship are eligible to apply for another and the inherent quality of the application is the primary determining consideration in the selection process. However, among competing applications of equal quality, preference is given to faculty who have not previously received a John Lantz Sabbatical Fellowship. Faculty who have previously received two Lantz Fellowships are unlikely to be funded for a third award in direct succession to the prior funded leaves.

Please see policy statement and documentation required for university support of travel outside the United States.

Application

A completed application for a John Lantz Senior Fellowship shall include:

1. A completed and signed Leave Application form, available on the [Faculty Professional Development website](#).
2. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.
3. A written statement. Describe your plan for using the fellowship which includes a clear explication of the direct relationship of the project to your teaching and service in the department and the university. An explanation of the need for a full year in which to work on your project is required. If you plan to be at another university or research institution as a part of the sabbatical, a letter of agreement regarding the assignment must be included.
4. A written statement of professional goals. Describe how the fellowship will further your professional goals for the next three to five years and the contribution the fellowship will make to your teaching, professional growth and university service. Strong university service is an expectation of persons with five or more years at the university.
5. Evidence of teaching excellence.
6. A budget. If funds are requested in lieu of a leave extension, prepare an itemized budget with explanatory notes. Use the **Lantz Enhancement and Martin Nelson Award budget form** attached below.
7. If you have received a Lantz Fellowship previously, please include a brief description of what was accomplished with the support of that award.
8. [Foreign Travel Waiver](#) documentation, if applicable.
9. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information available on the university's website for details.
10. A chair evaluation and recommendation. Please ask your department chair to submit a letter evaluating the project and indicating how the requested fellowship fits into the goals of the department or school. This material is to be sent directly to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212.
11. Letters from two or three colleagues. Please have two or three colleagues comment on your accomplishments as a teacher and scholar, on your service to and impact upon the university, and on

the strength of your proposed project. These letters are to be sent directly to Renee Houston, Jones 212.

12. Limit the length of your application, including written statement and supporting documents (excluding the chair's recommendation, colleagues' letters, Foreign Travel Waiver forms, and IRB documentation), to five pages.

Materials other than those specified are not desired.

- Deadline:** The completed application must be submitted to the associate dean no later than October 12 of the year preceding the academic year in which you propose to use the fellowship. Fellowship recipients will be announced on or before December 8.
- Reporting:** Upon completion of your sabbatical and fellowship year, due no later than August 31 of the year during which your leave was taken, please submit a written report that outlines in detail what you accomplished during the year in terms of achieving the goals and objectives you outlined in the original application and that provides a general accounting of expenditures, if any funds were a part of the award. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.
- Special Conditions:** If you receive a John Lantz Senior Fellowship for Research or Advanced Study, you agree to return to the university for a period of at least one year following the conclusion of the fellowship, or to repay the university for all funds received during the period of the fellowship. Compensation received from another institution is subject to the same rules under sabbatical leaves.

Robert R. Hamilton Memorial Faculty Enrichment Award

Description: The Robert R. Hamilton Memorial Faculty Enrichment Fund provides funds to support faculty research. These funds are to be used by faculty to continue developing their abilities as teachers through further research or study. Funds may be used to cover travel and other research related costs for faculty on sabbatical.

Applicants should be accomplished teachers, should show that the proposed projects will strengthen their specific abilities, and should indicate clearly the project's long-term impact on their respective departments and the university. Per the donor's stipulation, preference shall be given to faculty in the social or natural sciences.

To apply, applicants must indicate their interest on the sabbatical application form and submit a budget explaining the purpose of the funding request. The review of the applications and the selection of award recipient(s) will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants.

Eligibility: To be eligible for consideration, the applicant must be tenured (or in the tenure evaluation year), eligible for a sabbatical leave during the following academic year, and recognized for outstanding teaching, professional growth and service to the university. Applicants do not need to have tenure on September 1 of the year in which one applies for the Robert R. Hamilton memorial Faculty Enrichment Award.

Application: To apply, applicants must indicate their interest in a cover memo attached to the sabbatical application and submit a budget explaining the purpose of the funding request. The review of the applications and the selection of award recipient(s) will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants.

Please see policy statement and documentation required for university support of travel outside the United States and the documentation required for use of human participants or non-human vertebrate animals.

Reporting: Upon completion of the sabbatical, please submit a written report that outlines in detail what was accomplished during the sabbatical and provide an accounting of expenditures. The report should be submitted to the department chair to provide the chair an opportunity to review the report before forwarding it. The chair shall forward the report to the associate deans' office by August 31 of the academic year during which the grant was awarded.

Special Conditions: A faculty receiving a Robert R. Hamilton Memorial Faculty Enrichment Award as part of a sabbatical agrees to return to the university for a period of at least one year following the conclusion of the sabbatical, or to repay the university for all funds received as part of the sabbatical. Compensation received from another institution is subject to the same rules under sabbatical leaves.

Deadline: The complete application must be submitted to the associate deans office no later than October 12 the year preceding the academic year in which the applicant plans to use the awarded funds. Award recipients will be announced by December 8.

The Esther Wagner Endowed Faculty Sabbatical Award

Description: The Esther Wagner Endowed Faculty Sabbatical Fund provides funds to support faculty research. These funds may be used to cover travel and other research related costs for faculty on sabbatical. Per the donor's stipulation, preference shall be given to pre-tenure, tenure track faculty members in the humanities.

Eligibility: Applicants should have a strong commitment to teaching and show promise of productive scholarly work. To be eligible for consideration, the applicant must be in a tenure line position and eligible for a sabbatical leave during the following academic year.

Application: To apply, applicants must indicate their interest in a cover memo attached to the sabbatical application and submit a budget explaining the purpose of the funding request. The applicant should also address how the proposed project will strengthen their specific abilities, and should indicate clearly the project's long-term impact on their department and the university.

Please see policy statement and documentation required for university support of travel outside the United States and the documentation required for use of human participants or non-human vertebrate animals.

Deadline: The complete application must be submitted to the associate deans office no later than October 12 the year preceding the academic year in which the applicant plans to use the awarded funds. Award recipients will be announced by December 8.

Reporting: Upon completion of the sabbatical, please submit a written report that outlines in detail what was accomplished during the sabbatical and provide an accounting of expenditures. The report should be submitted to the department chair to provide the chair an opportunity to review the report before forwarding it. The chair shall forward the report to the associate deans office. The report is due to the associate deans office by August 31 of the academic year during which the grant was awarded.

Special Conditions: A faculty member receiving the Esther Wagner Endowed Faculty Sabbatical Award as part of a sabbatical agrees to return to the university for a period of at least one year following the conclusion of the sabbatical, or to repay the university for all funds received as part of the sabbatical. Compensation received from another institution is subject to the same rules under sabbatical leaves.

Pre-tenure Sabbatical Leave

Description:

Pre-tenure sabbatical leaves provide full-semester leaves to untenured faculty holding tenure-line positions.

Supported by a grant and several endowed funds, these fellowships recognize the central role played by the faculty in developing the excellence of the university. The primary donor of one of the endowed funds, named in honor of long-time faculty member Martin Nelson, was especially desirous of supporting the scholarly activity of faculty at an early stage in their careers when they are defining the balance between their roles as teachers and as scholars, thereby contributing directly to excellence in undergraduate teaching which produces men and women of genuine understanding. Subsequently, additional donors have added funds to support these same goals.

The fellowships are to be used by pre-tenure faculty to enhance their abilities as teachers through further scholarship. Applicants, therefore, should have demonstrated unusual skill and enthusiasm as teachers of undergraduates, should show that the proposed projects will strengthen their specific teaching abilities and should indicate clearly the project's long-term impact on their respective departments and the university.

The review of all applications and the selection of fellowship recipients will be accomplished by a committee consisting of the academic deans and chairs from four departments not represented among the applicants. Because this committee will include persons from diverse disciplines, non-technical language should be employed by applicants in describing the project and by referees in assessing the project's significance to the discipline and to the university's educational program.

Pre-tenure sabbatical recipients may also apply for a University Enrichment Committee [Faculty Research](#) grant or the [Esther Wagner Endowed Faculty Sabbatical Award](#) to help cover research expenses they anticipate incurring while on sabbatical. See the [Faculty Professional Development Resources webpage](#) for applications and guidelines.

Eligibility:

To be eligible for consideration, you must be a full-time untenured tenure-line faculty member with at least two years of service at the University of Puget Sound as of September 1 in the academic year of application, be recognized for a strong commitment to undergraduate teaching and show promise of productive scholarly research. If you receive a pre-tenure sabbatical you are ineligible to apply for a Lantz Fellowship for six years.

Please see policy statement and documentation required for university support of travel outside the United States.

Application:

A completed application for a pre-tenure sabbatical shall include:

1. A completed and signed Leave Application form, available on the [Faculty Professional Development Resources website](#).
2. A one-paragraph summary of the project. The summary of your proposal may be used in publicizing the awards.
3. A written statement. Describe your plan for using the fellowship which includes a clear explication of the direct relationship of the scholarly project to your developing role as a teacher and to your service to the department and the university. If you plan to be at another university or research institution as a part of the sabbatical, a letter of agreement regarding the assignment must be included.
4. A written statement of professional goals. Describe how the fellowship will further your professional goals for the next three to five years and the contribution the fellowship will make to your teaching, professional growth and university service.
5. Evidence of teaching excellence.
6. A chair evaluation and recommendation. Please ask your chair to submit a letter of recommendation evaluating the project and indicating how the requested fellowship fits into the goals of the department. This material is to be sent directly to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212.
7. Letters from two or three colleagues. Please have two or three colleagues comment on your accomplishments as a teacher and scholar, on your service to and impact upon the university, and on the strength of the proposed project. These letters are to be sent directly to Renee Houston, Jones 212.
8. [Foreign Travel Waiver](#) documentation, if applicable.
9. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information on the university's website for details.
10. **Limit the length of your application, including written statement and supporting documents (excluding the chair's recommendation and colleagues letters, Foreign Travel Waiver documentation, and IRB forms), to five pages.**

Materials other than the above are not desired.

The selection committee evaluates the applications as submitted in terms of the criteria articulated above: strength of the proposed project, evidence of teaching effectiveness, and promise of the proposed project to strengthen teaching abilities and to enhance the candidate's

contribution to department and university. The committee, in making this assessment, takes into consideration both the written material prepared by the candidate and the supporting evaluations provided by the department chair and colleagues.

- Deadline:** The completed application must be submitted to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, Jones 212, no later than October 12 of the year preceding the academic year in which one proposes to use the fellowship. Fellowship recipients will be announced on or before December 8. Applicants who intend to apply for a grant assisted or unpaid leave to complement the pre-tenure sabbatical to yield a full year's leave should include their application for this second type of leave at the same time as applying for the pre-tenure sabbatical.
- Reporting:** Upon completion of the sabbatical, please submit a written report that outlines in detail what was accomplished during the year in terms of achieving the goals and objectives outlined in the original application. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. Reports are due by August 31st of the sabbatical year.
- Special Conditions** If you receive a pre-tenure sabbatical, you agree to return to the university for a period of at least one year following the conclusion of the fellowship, or to repay the university all funds received during the period of the fellowship. Compensation received from another institution is subject to the same rules under sabbatical leaves.

Grant-Assisted Leave

Description: Funds will be allocated, on an ad hoc basis, to provide partial support for faculty who have obtained external grants or fellowships for scholarly or professional development. Such funds will allow the university to continue during the leave benefits for which the person is eligible, subject to necessary adjustments, (e.g., social security taxes, which are based on actual earnings).

Eligibility: These funds are intended for tenure-line faculty. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Along with applying to an external funding agency for a grant or fellowship, a faculty member should submit to Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, via the department chair, an application including the following:

1. A completed and signed Leave Application form, available on the [Faculty Professional Development Resources website](#), as well as the appropriate [Foreign Travel Waiver](#) documentation (if applicable);
2. A full description of the proposed project; and
3. Identification of the agency, amount of the grant or fellowship, and the period of the grant.
4. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information on the university's website for details.

Upon receipt of the award, a copy of the award letter shall be forwarded to the Office of the Dean from which financial arrangements will be coordinated.

Deadline: Application to the associate dean must be made no later than October 12. While the outside funding agency may not have made a final award decision by October 12, the notice of application is needed by this date.

Reporting: Upon completion of the leave, due no later than August 31 of the year the leave is taken, the faculty member shall provide a written report that summarizes the leave activities and assesses their long-term place in his/her professional development. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. If the funding agency requires a summary report, a copy of that report will suffice.

Special Conditions: Faculty receiving such university assistance agree to return to the university for at least one academic year or to reimburse the university for all such assistance. Compensation received from another institution would be subject to the rules under sabbatical leaves.

Unpaid Leave

Description: Leaves of absence may be granted to faculty for purposes of professional development. Normally the university undertakes no financial support for faculty in such cases, nor does it continue customary benefits. However, faculty may elect to continue most benefits at their own expense.

Eligibility: These leaves are available to full-time faculty. A leave will normally be approved if it will enhance professional development and will improve the departmental academic program or will result in the completion of a terminal academic degree. The maximum duration for an unpaid leave is one year.

Application: Application for an unpaid leave is made to the dean of the university, via the department chair using the form available on the [Faculty Professional Development Resources website](#). The application will specify:

- (1) the term of the leave;
- (2) the purpose of the leave in sufficient detail; and
- (3) an explanation of the contribution such a leave will make to the faculty member's growth.

In transmitting the application, the chair will

- (1) recommend approval or disapproval;
- (2) assess the value of the leave activity to the individual, department, and university; and
- (3) state what replacement is necessary.

Deadline: Applications for unpaid leaves should arrive in the Office of the Dean no later than October 12 of the year preceding that in which the leave is to be taken.

Reporting: Upon completion of the leave, the faculty member shall provide a written report that summarizes the leave activities by August 31 of the year during which the leave occurred. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

Burlington Northern Curriculum Development

Description: An endowment created by the Burlington Northern Company provides funds to assist faculty with curriculum development. These funds recognize that changes in disciplines and in student interests frequently necessitate development of new courses or new approaches to course materials. Requested funds might provide summer stipends (normally at a rate of \$500 per week of full-time work), and funds for modest travel or needed materials. Burlington Northern does not pay for release time.

Eligibility: These funds are available to all full-time faculty members. Preference is given to proposals involving team-taught or other inter-disciplinary courses, courses that are likely to enhance particularly the effectiveness of the core curriculum, or other kinds of innovative courses. These funds are not intended to be used for customary revisions of existing courses, preparation to teach an existing course, or normal development of a course in a faculty member's primary discipline. Such revisions are a part of the usual teaching duties and reflect the ongoing changes which occur routinely in any discipline. Please see policy statement and documentation required for university support of travel outside the United States.

Application: A detailed proposal should be submitted to the associate dean (who will forward the application to the dean of the university), via the department chair.

The proposal should outline in detail the course to be developed and its place in the context of major changes in the discipline. A timetable for completion of the project and a budget for fund expenditure also should be included.

In forwarding the proposal, the chair should address the significance of the proposal to the academic program at both the department and university levels. The forwarding letter also should assess the likelihood of attainment of the proposal's goals.

If applicable, please include the appropriate [Foreign Travel Waiver](#) documentation.

Deadline: Proposals may be submitted at any time, with the special provision that proposals for summer work must be submitted by April 1 of the year in which the work is to be done.

Reporting: Upon completion of the project a report, including a copy of the new or revised course syllabus, shall be submitted. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

A final report on all financial expenditures shall accompany the course syllabus.

Cultural Currency

Description: Funds are provided each year for the purpose of supporting faculty members whose professional credibility requires periodic residence in foreign cultures. These funds are to serve the currency of faculty members in the society or societies of their teaching programs and are separate from awards for research. Activities covered by these funds include travel to foreign areas, lodging and meals, tuition for advanced language study, and other relevant costs of maintaining currency in relevant cultures.

Eligibility: These funds are intended for use by tenure-line faculty members and ongoing instructors, in both cases faculty members who have been in full-time service at the university for at least three years and whose teaching programs include foreign areas in a primary way. One grant of \$3,000.00, or more grants at lesser amounts, will be available per year. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the University Enrichment Committee in care of Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, CMB 1020 or Jones 212, via the department chair. The application should include:

1. Completed Request for Cultural Currency Travel Funding form available on the [Faculty Professional Development website](#) which includes a statement describing:
 - the teaching program to be sustained by the award,
 - the activities planned for the award period,
 - a detailed budget, and
 - the reasons why other funding is unavailable for foreign travel/residence.
2. [Foreign Travel Waiver](#) documentation.

Preference will go to deserving applicants who lack other opportunities for such travel/residence, and who can demonstrate clear curricular application of activities supported by the award (which may be during the summer, the winter break, or another block of time, and should involve at least four weeks in the targeted culture).

Deadline: Application for cultural currency awards shall reach the committee on or before February 1.

Reporting: A faculty member receiving an award for cultural currency shall submit a written report of the activities undertaken by August 31 of the year during which the award was granted. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

The faculty member must also complete the [Reimbursement Request form](#) available on the [Faculty Professional Development Resources webpage](#). Attach **original** receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.

Enrichment

- Description:** Funds are provided to the dean of the university for the purpose of assisting faculty who wish to undertake projects not covered by the other faculty professional development programs described in this document. Such projects might involve the development of new teaching skills, the redesign of courses, the augmentation of disciplinary expertise, or the expansion into new areas on the part of those changing directions in their professional careers. Faculty undertaking projects which might be funded through other programs should apply to those programs first.
- Eligibility:** These funds are intended for the use of full-time faculty. Please see policy statement and documentation required for university support of travel outside the United States.
- Application:** The applicant should prepare a written proposal for the project he/she wishes to undertake; prior discussion with the department chair is recommended. The proposal should include a description of the project and a specific indication of the level of support requested from the University. The proposal should be submitted to the chair for evaluation of the project. The chair should then forward all materials to the dean who shall make final decisions on the disbursement of funds.
1. If applicable, please include the appropriate Foreign Travel Waiver form available on the [Faculty Professional Development Resources website](#).
 2. For research that involves the use of human participants, please include Institutional Review Board approval notification. See the Institutional Review Board page on the university website for details.
- Deadline:** Proposals may be submitted to the dean at any time.
- Reporting:** Faculty receiving such funds shall provide the following:
1. any invoices or other documentation required by the Accounting and Budget Services Office to substantiate expenditure claims;
 2. a report summarizing funded activities and assessing their value. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.
- Special Conditions** Faculty receiving enrichment funds agree to return to the university for at least one year following the use of the funds or to reimburse the university for all funds received.

Fujian Normal University Faculty Exchange Program

Description: We are pleased to announce the establishment of an exchange agreement between Puget Sound and Fujian Normal University (FNU), a comprehensive institution of some 50,000 students located in the city of Fuzhou on the southeastern coast of China. With generous support from The Trimble Foundation, this exchange agreement will include a faculty exchange program permitting in alternating years a faculty member from each institution to spend 3 to 4 weeks at each other's campus. Patterned loosely on the successful Passau Exchange Program established nearly three decades ago by Professor David Tinsley, the FNU faculty exchange is designed to foster scholarly and cultural interaction between our universities.

The successful applicant will spend up to four weeks in China, with at least three of those weeks in residence at FNU. The exchange fellowship will cover roundtrip airfare for the exchange scholar, research expenses (including translation services where needed), and a stipend of \$4000. FNU will provide housing for the exchange scholar and her or his family members and introductions to FNU faculty members sharing the scholar's teaching and research interests. FNU's research facilities will also be placed at the candidate's disposal, and s/he is expected to visit classes as appropriate and deliver a formal lecture on a topic of his or her choice during the month.

Fuzhou is a thriving modern city of over 2 million residents located on China's coast between Shanghai and Hong Kong. The city boasts a storied past, with over two thousand years of history and a rich cultural heritage that includes some of China's most famous scholars, poets and artists. Although less well known in the West than some of China's other coastal cities, Fuzhou has always been a cosmopolitan city and center of international commerce. Marco Polo resided here in the 13th century, noting the presence of a substantial community of Nestorian Christians. The Fuzhou Mosque was built in the 7th century and the Hualin Buddhist Temple, said to be China's oldest wooden structure, dates from the 4th or 5th century. The Chinese maritime explorer Zheng He launched his voyages across the Indian Ocean in the 15th century from this port city.

During the 19th century, Fuzhou became one of the primary sites for Protestant missionary work, including the medical missionary service of Charles Garnet Trimble and the founding of Hwa Nan Women's College by Lydia Trimble. FNU's "old" campus in the heart of the city is located on the grounds of the college founded by Lydia Trimble. A second, suburban "new" campus, along with a dozen other universities, are part of a newly-established "University City" located on the outskirts of Fuzhou.

Eligibility: These funds are intended for use by tenure-line faculty members and ongoing instructors whose teaching programs include Asia in a substantive, if not primary way. In keeping with the wishes of the donors, preference will be given to faculty in the Asian Studies Program and to those proposing projects that include study in China or study of Chinese culture and society.

Application: Application for the exchange should be made to Associate Dean Sunil Kukreja. Please send a current C.V. and a letter describing your plans for professionally related activities for the month to [Sunil Kukreja](#), Office of the Associate Deans, CMB-1020; emailed applications are preferred.

Deadline: Deadline is February 6, 2018. FNU is prepared to welcome a Puget Sound exchange fellow at any point during the coming year while school remains in session.

Reporting: A faculty member participating in the exchange should submit a written report of the activities undertaken by August 31 of the year the award is granted. The report should be submitted to Associate Dean Sunil Kukreja, who will then forward the report to the dean of the university.

The Henry Luce Field School Development Grant

Description: The Henry Luce Southeast Asia Field School Development Grant provides support for faculty members from any discipline interested in developing and leading Puget Sound students at a field school in Southeast Asia. These funds are to cover travel and other associated expenses to Southeast Asia related to setting up a future field school for students. In developing a field school in the region, the faculty member would typically meet with possible partner organizations in the region, and explore and develop opportunities for cultural and environmental-related student activities for implementation. One award of up to \$6000 will be available per year.

Eligibility: These funds are intended for full-time faculty members in ongoing positions. Faculty receiving this award will be expected to teach a course related to environmental sustainability issues and lead students to Southeast Asia within 3 years of completing this field school development and planning trip.

Please see policy statement and documentation required for university support of travel outside the United States.

Application: Applications are welcome from faculty in any discipline and application for these funds should be made to the dean of the university in care of Associate Dean Kukreja, CMB 1020 or Jones 212. The application should include:

1. A written statement describing the undertaking with a description of the activities to be pursued in the region, and a clear explication of the relationship between the proposed activities and the potential field school envisioned in Southeast Asia.
2. A one-paragraph summary of the project. The summary of your project may be used in publicizing the award.
3. A budget.
4. [Foreign Travel Waiver](#) documentation.

Preference will be given to applicants who can demonstrate clear curricular application of activities supported by the award.

Deadline: Application shall be submitted on or before February 1.

Reporting: A faculty member receiving a Henry Luce Southeast Asia Field School Development grant for shall submit a written report of the activities undertaken within 30 days of the conclusion of the trip. In addition, within 6 months of completion of the trip, the grant recipient will be expected to submit a course proposal, which would include a tentative field school component. The report and course proposal should be submitted to Associate Dean Sunil Kukreja in the Office of the Associate Deans.

The faculty member must also complete the [Reimbursement Request](#) form located on the [Faculty Professional Development Resources webpage](#). Attach **original** receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.

Miki Faculty-Student Short-Term Study Abroad Award

Description: The Japan Foundation with support from the Miki Memorial Trust provides funds for the purpose of supporting faculty-initiated, short-term study abroad in Japan with 3-4 Puget Sound students. This award is available once every three years. Costs covered by these funds may include airfare, per diem and local travel expenses for a faculty member, as well as airfare, lodging, and domestic travel for students, and other relevant costs associated with the proposed study abroad program. Students shall be responsible for their own meals and incidentals. Up to \$25,000 may be granted for each cycle of the program.

Eligibility: These funds are designed to support short-term study abroad opportunities initiated and carried out by full-time faculty with at least one year of service at Puget Sound. Individuals receiving this award should be due to return to teach at Puget Sound the semester immediately following the completion of the proposed work for the award. Preference will be given to faculty affiliated with the Asian Studies Program.

Application: Application for this award should be made to the associate dean. The application should address the following:

1. a description of the proposed short-term study program to be supported by the award, including destination(s) and duration. Note: University policy disallows support for travel to countries the U.S. State Department deems unsafe.
2. the anticipated benefit of the program to the students and how the proposed short-term study would enhance the faculty member's teaching and professional development.
3. a detailed budget of how the award monies would be used.

Deadline: Application for the Miki short-term study abroad in Japan award should be submitted by December 1st for travel the following summer or the following December-January. Send materials to Associate Dean Sunil Kukreja, CMB 1020 or via email to kukreja@pugetsound.edu.

Reporting: Faculty members receiving a Miki award for short-term study abroad shall submit a written report of the activities undertaken. The report should be submitted to the associate dean within 90 days after the program ends. The faculty member must also complete the [Reimbursement Request form](#). Attach **original** receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.

Presidential Discretionary Fund

- Description:** An endowment has been established by the Hewlett Foundation which provides a Presidential Discretionary Fund designated for faculty and curricular development, and institutional self-renewal. The principal uses of the Presidential Discretionary Fund are faculty and curriculum development, including instructional methods. Income may also be used for other renewal activities, such as staff development of management improvement. Funds may be used for planning and evaluation studies, experimentation, and program initiation. Faculty undertaking projects which might be funded through other programs should apply to those programs first.
- Eligibility:** The use of the Presidential Discretionary Fund is restricted to the undergraduate liberal arts program. Full time faculty and senior staff are eligible to apply.
- Application:** Proposals will be accepted from individual faculty, groups of faculty, departments, committees, or senior administrators. A proposal for the project to be undertaken should be written after discussion with the chairs of any departments involved. The proposal should include a description of the project and a specific indication of the level of support requested from the university. (The proposal should be submitted to appropriate department chairs for evaluation of the project). All materials, including an evaluation by appropriate chairs, should be submitted to the President, who will make the final decision on the disbursement of funds.
- Deadline:** Proposals may be submitted to the President at any time.
- Reporting:** A faculty member, groups of faculty members, departments, committees, or senior administrators receiving such funds shall provide the following:
1. any invoices or other documentation required by the Office of Finance to substantiate expenditure claims;
 2. a report to the President upon completion of the project summarizing funded activities and assessing their value. Assessment by department chairs should be provided if appropriate.
- Special Conditions:** Presidential Discretionary Fund recipients agree to return to the university for at least one year following the use of the funds or to reimburse the university for all funds received.

Release Time

Description: Funds are available for the purpose of providing up to five faculty members with a reduction of one unit in their teaching load during the academic year. The activities for which released time may be granted include scholarly research, writing, or professional development. The released unit is not intended for course development since this is a continuing function of all faculty members. Neither is the release unit intended to supplement a sabbatical or other full leave. Released time is subject to the ability of the department to provide coverage for a released unit or find suitable supplementary staff.

Civic Scholarship Release Time

Tenure-line faculty members may also apply for a release unit to support civic scholarship. With new endowment income for the forthcoming Center for Strategic Issues, the university is currently able to support one or two units per year. The Center for Strategic Issues is the principal expression of the university's commitment to civic scholarship, inclusive of two signature initiatives – the Sound Policy Institute and the Race and Pedagogy Initiative – and an array of Civic Scholarship Projects. The purpose of the Center is to organize and deploy the research and teaching resources of the university to address issues of strategic concern in the south Puget Sound region that have broad national and global significance. Successful proposals for release time to support academic scholarship in a civic context will articulate a clear research focus designed to solve problems, develop policy, and/or educate the public and an outcome that includes publishable research.

Eligibility: All tenure-line faculty are encouraged to apply, especially those who have not had a release unit within the past three years. Faculty are eligible to receive only one release unit in any given year. Faculty already awarded a release unit will not be awarded a second release unit for work on the same project.

Because release units support professional development and are intended to lead to future scholarly productivity, faculty who plan to retire or leave the university in the year following receipt of a release unit should not apply. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding.

Application: Application for these funds should be made to the University Enrichment Committee via the department chair using the form available on the [Faculty Professional Development Resources website](#). The application consists of:

1. Completed Application Form, signed by the applicant and the department chair.
2. Applicant's statement (2-3 pages) specifying:
 - a. project abstract
 - b. objectives of the release time
 - c. activity(ies) for which the release is requested and a research and writing timeline
 - d. an explanation of the necessity of released time for this activity
 - e. professional goals and anticipated outcomes

- f. course to be deleted from the faculty member's load.
- 3. Covering Memorandum from the department chair, evaluating the feasibility of the project, recommending approval or disapproval, verifying the course to be deleted, and indicating whether a replacement is necessary.
- 4. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) or [IACUC](#) approval processes information available on the university's website for details.

Materials other than those specified are not desired.

The chair should forward the application with the chair's covering memorandum to the associate dean, who will present the application to the University Enrichment Committee. The Committee will rank the proposals and will forward the proposals to the Office of the Dean for final approval based on curricular and budgetary considerations.

Deadline: Applications for released time are due February 1, for both fall 2018 and spring 2019.

Reporting: Faculty receiving release time shall provide a written report of the activities undertaken. This report shall be accompanied by a manuscript, research report, or their equivalent. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university. All release time reports are due by August 31 of the academic year during which the release unit was taken.

Trimble Asian Studies Professional Development Award

Description: The Charles Garnet Trimble Fund in Chinese Studies provides funds for the purpose of supporting faculty members whose professional development and credibility requires periodic residence, research, or curriculum development in Asia or Asia-related destinations. Contingent upon receiving such support each year, these funds are designed to enhance the proficiency and currency of faculty members in the society or societies of their curricular offerings or scholarly research. Activities covered by these funds may include travel to foreign areas, lodging and meals, tuition for advanced language study, research and other expenses associated with fieldwork and other relevant expenses. Travel to foreign areas should normally last a minimum of two weeks.

Eligibility: These funds are intended for use by tenure-line faculty members and ongoing instructors whose teaching programs include Asia in a substantive, if not primary way. In keeping with the wishes of the donors, preference will be given to faculty in the Asian Studies Program and to those proposing projects that include study in China or study of Chinese culture and society. Up to four grants generally not to exceed \$5,000 each will be available each year for tenure-line faculty. One grant not to exceed \$5000 will be available each year for ongoing instructors. In years where the number of applicants exceeds the number of available awards, the University Enrichment Committee will consider the degree to which an applicant has been supported in the past with various sources of university funding. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the University Enrichment Committee via the director of Asian Studies using the form available on the [Professional Development Resources](#) webpage. The application should address:

1. the teaching or research program to be sustained by the award;
2. the activities planned for the award period;
3. a detailed budget;
4. the ways in which this award will enhance the applicant's capacity to teach more effectively topics related to Asia in general, and where appropriate, China in particular;
5. [Foreign Travel Waiver](#) documentation, and
6. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) and/or [IACUC](#) approval processes information on the university's website for details.

Deadline: Application for Trimble Asia Professional Development Awards shall reach the director of Asian Studies on or before February 1 (one deadline per academic year, for awards in summer or into the next academic year).

Reimbursement: To receive reimbursement, the faculty member should complete the [Reimbursement Request form](#), available at [Faculty Professional Development Resources](#), within 10 days upon return.

Reporting: A faculty member receiving an award shall submit a written report of the activities undertaken by August 31 of the year the award is granted. The report should be submitted

to the director of Asian Studies. The director will forward the report to the associate dean, who will then deliver it to the dean of the university.