

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. 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 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.