

Revised 7/1/16

## Reynolds Research Leaves

**Senior Faculty Research Leaves:** Senior faculty (associate and full professors) are eligible to apply for Reynolds Research leaves every five years. The Reynolds Research Leave program pays two-thirds of the faculty member's salary for the full year or full salary for one semester. Faculty are awarded a semester long leave during their 2-course semester or a year-long leave during their 4-course year in a 3-2-2 plan.

Reynolds Research Leaves are awarded on the basis of the significance of the project, the adequacy of the research plan, the clarity and cogency of the proposal, the likelihood that the project would be substantially advanced by activities during the leave, and the applicant's record and promise in scholarly research and publication. In making choices among qualified proposals, the committee will privilege proposals submitted by faculty who have provided five or more years of uninterrupted teaching and service. (Exceptions will be made in cases of medical or parental leave.)

Faculty members are contractually obligated to return to campus for at least one academic year after completion of any paid leave or to refund leave salary and benefits to the University.

**Deadline** date for submission of Reynolds Leave requests to department chairs is **October 1**.

**Application deadlines and procedure:** To apply for the competitive leaves, please submit your application materials to your chair at one month prior to the deadline below so that s/he will have ample time to compose a letter of endorsement. Department chairs will submit a Leave Replacement Form, the application materials, and their letter of endorsement as a single PDF document via email attachment to Associate Dean for Research, Scholarship, and Creativity, Anthony P. Marsh, [marshap@wfu.edu](mailto:marshap@wfu.edu), with a copy to Patty Lanier, [lanierpr@wfu.edu](mailto:lanierpr@wfu.edu). Applications must be received in the Office of the Dean of the College no later than **November 1**.

**Application materials:** Applications should be no more than five (5) pages in length and should include the following information:

- A description of the question or problem to be researched, including an explanation of its significance for the field;
- A description of the research methods and plan to be followed and of the applicant's ability to carry out that plan;
- A timetable for completing and publishing (or presenting if a creative activity) one's research, including interest from a publisher if requesting a leave to write a book;

- Other sources of funding for the leave and other sources of funding for this or other research and creative activity expenses sought or received (if applicable);
- A list of previously paid and unpaid leaves received *and*, the published results of those leaves. In addition to the application, please include:
- A brief *curriculum vitae* (up to 4 pages) that contains a complete list of publications,

**Materials to be provided by chair in single PDF document:**

- Faculty member's application materials outlined above
- Signed letter (1 paragraph minimum to 1 page maximum) from the department chairperson addressing your performance and promise as a scholar or creative artist and the importance and feasibility of the project proposed.
- Leave Replacement form describing resources needed to replace the applicant if the leave is granted.

**Award criteria:** All proposals will be judged according to the following criteria:

- The application should be written for and comprehensible to a committee of your peers who come from a variety of disciplines. If the purpose and nature of the research is not translated into language comprehensible to educated non-specialists, the proposal will receive low priority.
- The problem or question to be studied should have significance for the field.
- The research plan should be sound, well developed, and convincing.
- The proposed project should appear feasible within the leave time period requested. Leave projects may outline plans for the conclusion of existing projects or additional work on activities that are at an earlier stage of development.
- The researcher should, barring exceptional circumstances, have a record of productivity from previous leaves. Lacking that record, the applicant needs to demonstrate that the current project holds real promise of publication. Conversely, successful publication in the past does not substitute for meeting the other criteria listed above.

**Frequency of leaves:** Intervals of service to the University between leaves are also considered in the review process, particularly when proposals of equal merit are submitted by individuals with different intervals of service since their last leave. Only under rare circumstances has a leave been granted on a service interval of fewer than 5 years since one's last leave. (In most cases, 6 academic years since one's last leave will coincide with 5 years of service since one's last leave. For example, a person who was on leave in the 2005-2006 academic year would have performed at least 5 years of service before being awarded a leave again in 2011-2012 academic year.)

First-time applications for a senior Reynolds leave will be entertained on a service interval of 3 years or longer since one's junior leave.



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**Department chairs applying for Reynolds Leave:** If you are a Department Chair applying for a Reynolds Leave, please have a colleague, who is familiar with your work, provide your letter of support and endorsement. Please also submit a plan for how your courses and duties will be covered in your absence if you get the leave.

**Committee and Notification:** All applicants for Reynolds Leaves will be informed before the beginning of the spring term about the outcome of the Reynolds Leave Committee's deliberations. The committee is comprised of faculty members from each of the five divisions and a representative from the Office of the Dean of the College.

**Unpaid leaves:** Faculty members may also apply to the Dean to take an unpaid professional leave at a time when they do not have a University-supported leave. Faculty with tenured appointments will normally be eligible for unpaid leaves of absence after having completed three continuous years (i.e., six continuous semesters) of teaching. A leave of absence without pay will not be counted toward eligibility for future University-supported leaves.

**External leave fellowships:** In order to encourage external leave fellowship applications, the University and faculty member agree that fellowship awards will be used to supplement leave salaries up to 100% of the faculty member's nine-month salary, inclusive of benefits, at the current rate of 27.4%. Additionally, the first \$5,000 of any fellowship award received which cannot be applied to summer salary and which would take the faculty member beyond 100% of his/her nine-month salary will be set aside as an internal grant to the faculty member for direct (non-salary) research expenses. **Important:** Any faculty member seeking external funding in the form of fellowships should first contact the Office of Research and Sponsored programs regarding the distribution of the fellowship funds as well as any benefits implications of an externally funded leave via a fellowship. All external fellowship approvals require that a Routing Form at [[http://college.wfu.edu/faculty\\_private/docs/routing\\_form\\_for\\_external\\_fellowship\\_submission.pdf](http://college.wfu.edu/faculty_private/docs/routing_form_for_external_fellowship_submission.pdf)] be submitted in advance. [ORSP site(See [ORSP website](#) regarding external fellowship funding and approval guidelines.)]

Please note that two former stipulations no longer apply:

- Faculty members are not required to conduct their leaves at locations distant from the Reynolda campus.
- There are no longer any restrictions on faculty activities for leave awardees in the summer prior to, or following, a leave.