

Dedman College Special Research Leave Program

(Faculty members in Dedman College applying for research fellowship leaves six years or more after the completion of a previous leave should apply under the Southern Methodist University Research Fellowship Program by using the form designed for that program.)

I. Eligibility.

- A. Tenured faculty in Dedman College may receive Special Research Leave as soon as the fourth academic year after the academic year of a previous leave. As the name implies, however, special research leaves are judged by narrower and more rigorous criteria than are regular University Research Fellowships. Special leaves are reserved for faculty with consistent, distinguished research records. Special Research Leaves will be awarded after a competitive review of each proposal by the Faculty Council of Dedman College. The Faculty Council will advise the Dean both on the research record of the applicant and on the proposal's potential for advancing knowledge in the academic discipline in which the faculty member is engaged.
- B. Normally, a Special Research Leave supports one semester at full pay. In unusual cases, a full year at half pay may be awarded.
- C. A faculty member who accepts a paid research or educational leave under this program should recognize an ethical obligation to return to the University for at least one year of subsequent service. No other employment should be undertaken during the period of the leave, without the approval of the University administration.

II. Procedures

- A. A faculty member shall submit a written proposal to the department Chair in the September preceding the year for which the leave is to be taken. Each proposal must include: a description of the research proposed, including its relation to the person's scholarly and teaching interest; a *vita*, including a list of previous research and publications; a list of previous leaves granted by the University; a time schedule to be followed; and a plan for disseminating the results of the research.
- B. The department Chair shall submit approved proposals to the Dean no later than September 15. A brief statement should be attached explaining the basis of departmental approval, the arrangement of teaching schedules which makes the leave possible, and what, if any, budgetary provisions will have to be made for part-time teaching.
- C. After authorization by the Provost, the Dean shall send to the faculty member a formal letter approving the Special Research Leave before the leave begins. The letter should set forth the terms of the research leave.
- D. No later than November 1 of the academic year following the year in which the Special Research Leave was granted, the faculty member must submit to the Dean a written report of what has been accomplished, including publication plans. The report should be detailed, and it should account for the time spent, the completed results, and the anticipated results.

III. Financial Support

- A. Special Research Leave financial support rates shall be based on the rate of compensation that would be earned by the person during the academic year of the leave.
- B. The University will base its contributions to the retirement plan on the person's actual compensation received from the University during the period of time that the person is on leave. Unless otherwise specified, other fringe benefits will be computed and contributed to as though the person were present and teaching.