

**FELLOWSHIP FOR TENURED FACULTY:
SEMESTER OR YEARLONG RESEARCH LEAVE**

Deadline: October 16 (for Fall 2024)

APPLICATION INSTRUCTIONS

ELIGIBILITY: “Faculty fellowships are salaried leaves of absence granted to regularly appointed tenured faculty.” (Statutes, IV. C).

Note: The Committee on Faculty Scholarship will not consider applications for Faculty Fellowships that would be taken in the year *immediately prior to or immediately following* a year in which the applicant has received a College-funded leave. The Committee also cannot consider applications for Faculty Fellowships which are intended to supplement the applicant’s salary for a full-year sabbatical leave.

DURATION: Research leave fellowships can be proposed for one or two semesters of the academic year following application. The deadline is the same in both cases.

CRITERIA FOR SELECTION: “Awards are made on the basis of (1) the applicant's demonstrated competence in the area of the projected research; (2) the value of this research as a contribution to the field of knowledge; (3) its benefit to the professional development of the applicant; and (4) its effect upon the academic vitality of the College. It is assumed that scholarly publication ordinarily follows.” (Statutes IV. C).

The CFS makes recommendations to the Provost and the Deans of the Faculty, who make the final decision, based on the following considerations: “The number of faculty fellowships granted in a given year depends upon the merits of the research proposals submitted, upon the availability of funds, upon the number of faculty scheduled for leave, and upon the needs of the departments concerned.” (Statutes IV. C) Applicants should discuss with their Department Chair whether the department can accommodate the course releases with current staffing levels, and the Department Chair should address this question directly in their letter of support. If an applicant has received a fellowship in the past, a future fellowship may have a lower priority.

FORMAT OF COMPLETED APPLICATION:

The completed application will consist of each of the following documents, labeled and in the following order:

1. The Faculty Fellowship Cover Sheet (one page, part of application materials)

2. A Full Curriculum Vitae

This should include: a brief educational and employment history; previous grants and leaves, including dates and sources; the applicant's most important professional achievements; and any previous academic work relevant to the proposed project (e.g., courses taken or taught, publications or exhibitions, papers given, conferences attended).

3. A Detailed Description of the Proposed Research (not to exceed 8 double-spaced pages)

This proposal is the only document that members of the Committee on Faculty Scholarship will have to evaluate the substance of the project, the contribution it can make to a field of knowledge, and the general quality of the proposed research. Therefore, it is essential that the proposal narrative includes enough detail about the ideas, objectives, and methods of the project to enable the panelists to assess its quality, significance, and feasibility. Applicants will be evaluated by faculty colleagues in various academic fields, some of whom will not have a specialized knowledge in, and may not have even a general knowledge of, the applicant's area of study. The description therefore should be written in plain language, free of specialized jargon. The proposal should address faculty reviewers who will be interested in the project, not only as an immediate contribution to learning in a particular field, but also with regard to how it contributes to the advancement of knowledge more generally and affords an opportunity to enhance the applicant's development as a scholar.

Specifically, the proposal should address:

- a) the general conception of the project, including its relationship both to the applicant's previous work and professional development and to other work in the field;
- b) its significance to the applicant's field of scholarship;
- c) any progress which has been already made on the project;
- d) previous grant support for this project, including any dates and award amounts;
- e) plans to seek outside funding for the project (if the applicant does not intend to seek outside funding, an explanation should be included);
- f) the applicant's specific plan of action during the leave, including a timeline and any project related travel, access to archives, language study or other training needed;
- g) specific plans and expectations for publication.

4. Letters of Recommendation

Letters of recommendation: from the Chair of the applicant's department and from two scholars outside of Holy Cross, on the appropriate forms. Letters from family of applicants will not be accepted.

5. Supplemental Materials

Applicants are encouraged to submit a dossier of their relevant publications. A single copy of books can be brought to the Office of Sponsored Research, Haberman 131. Such materials will be returned to applicants upon completion of the review process. *NOTE: Please contact Sponsored Research to set up an appointment to drop off materials.*

6. Appendix: Previous Leave and Grant Reports

Copies of report(s) submitted upon completion of the applicant's most recent Sabbatical and Fellowship Leaves as well as reports on recent summer grants.