

To: Full-Service Faculty

From: Peter J. Kasvinsky, Dean
School of Graduate Studies and Research

Date: November 8, 2006

Re: **2007-2008 Research Professorships**

In accordance with the provisions of Article 24.2 of the 2005-2008 Agreement, at least eighteen faculty members shall be designated "Research Professors" each year. Each Research Professor will teach no more than 16 teaching hours during the two semesters of the academic year.

Applications for 2007-08 research professorships will be screened by a faculty committee which I will chair. All faculty are welcome to apply except those who have held Research Professorships during both 2005-2006 and 2006-2007, and those whose funded external research grants contain allocations for release time for this period (2007-2008).

Applications are due in the School of Graduate Studies and Research office on or before 5:00 p.m., Monday, December 11, 2006. THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE. Applications should be submitted to your chair by Monday, November 27, 2006 and to the college dean by Monday, December 4, 2006.

Each application should address the areas listed below and should include your vita, the enclosed cover sheet, and appropriate appendices. **The language of the proposal must be as non-technical as possible.** Because of the "near-peer" make-up of the Research Professorship Committee, the use of disciplinary jargon is not recommended and may jeopardize your final standing in the rankings. A statement of support from the department chair is an essential part of the application. Please **confine the body of your application to a maximum of five single-spaced pages**, exclusive of cover sheet, department chairperson's statement, and appendices. Please use your best judgment in only submitting materials that you believe directly support your application. Additional pages will not be copied to committee members.

Announcement of the successful applicants will be released on January 22, 2007. Each recipient of a Research Professorship will be expected to file a final report of activities/accomplishments with the Dean of Graduate Studies and Research and copies to the Department Chairperson and College Dean within 90 days of completion of the Research Professorship. This report will be inserted in the faculty member's personnel file.

Each application should stand on its own merit and include the following components as applicable:

- I. Cover sheet, including abstract
- II. Department Chairperson's statement of support
- III. Body of Application (**limited to five pages total**)
 - A. Narrative, including:
 1. Needs Statement
Background information, statement of the problem, significance, timeliness, appropriateness, innovativeness, generalizability, relationship to applicant's current research, relationship to departmental/college mission and goals. (Please note that the current policy set by the Research Professorship Committee specifies that in those fields where external funding is available, first

priority will be given to those applicants who show evidence that the Research Professorship will improve the faculty member's ability to obtain such funding in the future.)

2. Statement of Objectives
Specific aims or goals of the proposed research
3. Procedures
Method, project plan, including timeline
4. Statement of Evaluation
How the results will be evaluated or how the success of the project will be determined.
5. Plans for Dissemination of Results

B. Availability of needed resources: facilities, budgetary resources (if applicable). Note: It is not advisable to assume the award of a URC Grant for 2007-2008 as a budget resource.

IV. Appendices

- A. Representative, pertinent bibliography from last five years (only if needed).
- B. Applicant's vita (**limited to two pages**--pages in excess of two will not be reviewed), including listings of pertinent publications, grant applications, grant awards (both internal and external), and past Research Professorships. The Faculty Support Summary form (part of the URC application), is available on the Office of Grants and Sponsored Programs website listed under internal support.

Additional materials such as copies of publications on the same or related topic or abstracts of final reports of past Research Professorships, etc., may also be appended. These materials will not be distributed to the Committee, but will be available for Committee review in the School of Graduate Studies and Research Office.

The general criteria or questions which will be used or answered by the screening committee in evaluating the applications are as follows:

1. Completeness of proposal: Cover sheet, chairperson's statement, vita, narrative.
2. Needs statement, introduction, and background. Quality and importance of the project. (How worthwhile and well-conceived is the project?)
3. Statement of Objective: Are the specific goals or aims clearly stated? Are the goals realistic in terms of time and resources available?
4. Procedure: Is the methodology and project plan clearly stated and appropriate?
5. Applicant's publications, current research, grant applications and grant awards: What are the qualifications of the researcher for the project proposed? Do the credentials indicate that this project is appropriate? How likely is it that *this* person will complete *this* project?
6. What previous support has this person gotten and have they used it well? How likely is it that *this* person will successfully complete *this* project?
7. How does the project support the mission and goals of the department, college, and/or university? Are there specific benefits of this project to this applicant's or other's teaching?
8. Evidence that the applicant has or will explore external sources for continued support of this project?
9. Are there other aspects of the proposal which should be considered in determining if a Research Professorship should be awarded?

Attachment

**Application for
2007-2008 RESEARCH PROFESSORSHIP**

Submitted by: _____

Department: _____

Title of Proposed Project: _____

Brief Abstract of Proposal (200 words or less):

Anticipated Completion Date of Project: _____

Applicant's Signature

Date

Chair's Signature (statement of support to accompany application)

Date

College Dean's Signature

Date