Faculty Research Program

To support faculty members in their lifelong development as scholars, the College of Education provides an opportunity for faculty members to engage in pursuits that enhance their scholarship, revitalize their creative energy, and inform them of new and innovative knowledge and practices with the ultimate goal of developing and maintaining their scholarship through a research semester.

To support this development, a faculty member may request one semester for intensive research in which s/he is released from instruction (up to 2 courses) and institutional service activities. Where needed, the College will replace the instruction to avoid the loss of credit hour production, and the Department Head will coordinate the coverage of other duties.

Eligibility

- A tenured faculty member who has been employed by the University of Georgia College of Education for at least 5 years is eligible to apply.
- Administrators (department heads, associate deans) are not eligible.
- An individual may receive only one research semester every 5 years.

Conditions

Prior to Departure

The faculty member will work with the department head to facilitate a smooth transition of instruction and service responsibilities to others. This may include the sharing of syllabi, reading lists, lectures, and other materials necessary to teach the courses and records related to student advisement and committee responsibilities, as appropriate. It is expected that the faculty member will continue to work with doctoral students for whom they are major professor.
**Participation**

A faculty member who is granted a research semester under this policy will not be paid by another institution during that period, except as allowed under the university’s consulting policy. The faculty member may not earn extra compensation (in the form of salary or a draw account) during the research semester (e.g., First-year Odyssey, outreach workshops, Peabody Awards judging).

**Reporting**

After completion of the research semester, the faculty member must submit a written report to Office of Faculty and Staff Services describing what was accomplished. This 2-page report is due one month after the start of the next academic semester following the research semester.

**Application Process**

**Application Deadline**

Proposals for a fall research semester must be submitted by February 1, and proposals for a spring research semester must be submitted by July 1. All proposals from a department must be rank ordered and submitted by the department head to Terrie Franklin.

**Proposal Requirements**

The proposal components must be written in 12-point font with 1-inch margins. A complete proposal consists of the following elements:

- **Cover Sheet**: The first page of each proposal must be the program cover sheet signed by the proposer and department head.
- **Proposal (limit of 3 single-spaced pages)**: The prospectus explains the project in terms that an educated reader from outside your field can understand and must include:
  - **Purpose and significance**: Describe the nature and significance of the work to be undertaken.
  - **Work to be accomplished**: Describe specifically what you plan to do during the research semester and where you will do the work. Identify persons, if any, with whom you will work.
  - **Projected outcomes**: What tangible results will your research semester have, what form will they take, and how and where will you share your results with others? Expected outcomes include publications or creative works submitted to high-impact, peer-reviewed venues and/or proposals for extramural funding.
• **Justification (limit of 2 single-spaced pages):** How does the research semester fit into the arc of your career? How does it build on or take a new direction from your prior work, and what are the projected near-term and long-term benefits to your career? How would time away from the normal activities of teaching and service enable you to meet your goals?

• **Other Sources of Funding (Limit of 1 single-spaced page):** Detail any additional funding from other sources as a part of the research semester activities. This includes the use of grant funds awarded to UGA as well as funds received from other institutions or organizations during the period of the research semester.

• **Curriculum Vita:** The proposal should include a list of your professional publications, creative and/or professional works, and any other information relevant to appraising the proposed research objective(s).

• **Statement from the Department Head:** The department head must provide a written statement or chart explaining how the faculty member's instructional and service responsibilities will be covered. When more than one faculty member is applying for a research semester, describe the total impact on the department and its instructional needs, and rank order applications if more than one is submitted.

• **University Leave Paperwork:** If the research work is to be done at another location, the request falls under the University's Educational Leave Policy. In this case, applicants should submit Form A and Form B with the COE paperwork. If the faculty member is selected for the COE research semester, the relevant paperwork will be forwarded to Faculty Affairs by the Office of Faculty and Staff Services.

**Criteria for Selection**

Applications will be reviewed based on the following criteria:

• Adequacy and feasibility of the project in relation to the length of the research semester

• Project's potential for contributing to the faculty member's development

• Likelihood the project will contribute to the quality of the research and instructional program in the faculty member's discipline and/or to the implementation of the College and University's strategic plans

• Quality, quantity, and consistency of academic products in relation to the field and years of academic service