

CAS Research Assignment instructions – For Department Heads / Program Directors

All research assignment applications must be approved by the applicant's department head/program director and include a letter of endorsement. Before approving and endorsing an application, the head/director should consider the applicant's eligibility for a research assignment, that is, the applicant has:

- 1) tenure,
- 2) at least five years' service at UNCG, and
- 3) no previous junior off-campus assignment (JOCA) nor post-tenure research assignment in the four years prior to the beginning of the proposed assignment.

Heads/Directors should also carefully consider the number of faculty in the department applying for research assignments in a given year both in terms of staffing in the department and competitiveness of the applications. Although there is no limit on the number of research assignment applications that a department can submit in a single year, the department head may want to work with faculty in advance to stagger applications across years.

Also please note that, as in recent years, resources to replace instruction are very limited. Therefore departments/programs should expect to cover the faculty member's teaching using existing resources/faculty.

The Department Head/Program Director's endorsement letter should comment on the following elements of the proposal:

- a) The **proposed plan** of research, scholarship, and creative activity
- b) The **significance** of the proposed work
- c) The specific **outcome or product** of the work
- d) The **feasibility** of the proposed work
- e) The **need** for a research assignment to complete this work
- f) If there are multiple applications from your department/program, the review committee would appreciate your ranking of the applications in terms of priority for funding.

*Please send your endorsement letter, along with the applicant's complete application, to Amy Adamson at aladamso@uncg.edu.

Department Head/Program Directors must also complete the Dean's form estimating the cost of the proposed research assignments in the department (Lori Wright will send this form separately).