

## Instructions for preparing your Research Assignment application

**CAS Research Assignment (for Tenured faculty)** – As described in the guidelines set by the Provost (see [here](#)), the University is committed to the advancement of research and creative scholarly activity. The Research Assignment program rewards tenured faculty members who have demonstrated distinguished contributions to the University through a competitively-won award of either one semester at full salary or two semesters at half salary during which the faculty member focuses on the advancement or completion of scholarly activities. The one semester assignment may also be combined with a second semester of an externally-funded off-campus assignment, to allow for a year at full pay. This can be applied for / awarded every five years.

The complete guidelines set by CAS can be found [here](#).

\*After reading the instructions below and preparing your proposal and CV accordingly, please convert your documents to PDFs, merge them into a single PDF document (order = application page, proposal, any supplemental information, CV), and email your document to your Department Head / Program Director.\*

### **For your proposal:**

The project description should not exceed four single-spaced pages. It must include clear descriptions of each of the following, written in jargon-free language that can be understood by non-specialists:

- a) A **description** of the research, scholarship, and/or creative activity that will be conducted during the proposed research assignment – if appropriate, this should include description of any novel aspects of the research design or method.
- b) The **significance** of the work and the contribution it will make to the applicant's program and discipline.
- c) The expected research, scholarly, or creative **products** that will result from the research assignment (e.g., book draft, creative project, manuscripts for submission, extramural fellowship or grant proposal, development of a new collaborative project).
- d) The **timeline** for the proposed research assignment. If appropriate, include a brief description of work that will be completed on this project before and after the research assignment. For example, if the research assignment proposes the completion of the final four chapters of a book, describe the status and timeline for the preparation of the initial chapters prior to the proposed research assignment and the anticipated time for the final preparation of the book after the research assignment.
- e) The **feasibility** of completing the proposed work.
- f) **Why the research assignment is necessary** for this work to be completed in the proposed timeline.

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Proposals that do not **clearly document** expected products, timeline, necessity of the research assignment, and feasibility will be at a competitive disadvantage. Likewise, it is essential to describe the proposed work in a way that is understandable to a broad audience of scholars (not just experts in the applicant's discipline). Note that proposed plans of research, scholarship, and creative activity may involve work that is nearing completion (e.g., completion of a book or major creative project or preparation of a major extramural funding submission) or work that is in more preliminary stages (e.g., development of a new collaborative program of research or initial

development of a book project). However, in either case the application must clearly document the activity, significance, outcome, timeline, feasibility, and necessity of the research assignment for completion of the proposed scholarship. **Supplemental materials including bibliography may be included** but are not to exceed an additional four pages.

**For your CV:**

The applicant's curriculum vitae should be three pages max. It should include relevant professional and work experiences, service to the University, and a bibliography of relevant publications, creative works, and other scholarly activities.