JUNIOR RESEARCH ASSIGNMENT POLICY
COLLEGE OF ARTS AND SCIENCES

The present policy seeks to clarify and generalize options for junior faculty to request a semester away from teaching. This draws from existing precedent in the College of Arts and Sciences. In 1996, Dean Armstrong created the junior research assignment for tenure-track faculty in the arts, humanities and lettered social sciences, which allowed faculty to take one semester of paid research assignment to work on their scholarship and publications to help prepare for tenure review. In addition, there appear to be informal practices within many science departments of offering a faculty member a semester away from teaching. These are important for junior faculty working towards their first sponsored grants. The present document seeks to clarify allowable uses of the junior research assignment, unify the policy for all faculty of the college, and supersedes Dean Armstrong’s memo.

• Faculty members are allowed one semester of research assignment prior to tenure.
• Faculty may not use their junior research assignment during the last year prior to the tenure decision so as to allow evaluation of teaching and service. Exceptions require approval of the chair and dean.
• Faculty members seeking a junior research assignment will submit their request to the Dean’s office by February 15 for a research assignment in either the fall or spring of the following academic year.
  o The faculty member should provide a 1-2 page summary of the program of work to be completed during the research assignment and the outcomes expected. This summary must be endorsed by the Department Chair and the Dean.
  o In some cases, the year or semester of the research assignment may have to be deferred for one semester or one year by the dean’s office due to teaching constraints within the department.
  o If the faculty member’s research activities require him/her to be off-campus during the research assignment, the need for this arrangement should be discussed and approved in advance.
• All faculty must apply for grant funding
  o Faculty in arts, humanities, and lettered social sciences seeking a junior research assignment must apply for grants to help defray the cost of the faculty member’s salary. It is not a requirement that they receive the grants, but they must apply for one.
    ▪ Grant funds will go to the college for the purpose of hiring replacement instructors.
    ▪ If a grant is not awarded, this will not preclude award of the research assignment.
    ▪ If a grant is awarded, it may not be used to extend the research assignment to a full year unless it is a full-year grant and comes from outside of Stony Brook and brings significant prestige to the faculty member and the institution.
    ▪ If the deadlines for fellowships/grants do not coincide with this deadline, the faculty member should inform the College ahead of the deadline and secure the Dean’s approval prior to the February 15 deadline to make alternate submission arrangements.
  o Faculty in the physical, biological, or social sciences must have applied for external grants by the time of or during their junior research assignment.
• Faculty may not apply for an extension of a one-semester research assignment.
• Faculty receiving a phased in level of teaching service over multiple semesters are not eligible for a semester release from teaching. The phased in service counts as their semester equivalent release.
• Faculty may seek a second fellowship/grant or full buy-out of teaching. This full buy-out must also be secured by February 15 for the following year. Funds from the fellowship/grant/buy-out will be recovered by the college.
• Leaves without pay or tenure clock stoppage may be granted in special circumstances and must be requested in the prior academic year. This process is separate from the junior research assignment.
• Incomplete proposals will not be considered.