College of Arts & Sciences Junior Research Assignment Policy (Spring 2015)

Eligibility

In order to allow time for sustained focus on research, CAS grants tenure track faculty relief from teaching responsibilities equivalent to one semester’s teaching prior to tenure evaluation. To receive a one-semester junior research assignment, the faculty member must show evidence of having applied or intending to apply for external grant or fellowship funding to help defray salary costs, though success in securing this funding is NOT a requirement for the research assignment. The research assignment should not be used during the last year prior to the tenure decision, in order to ensure adequate opportunity for the faculty member’s teaching and service to be evaluated for the tenure dossier; exceptions to this policy require approval of the chair and dean. Faculty members who received a phased in level of teaching equivalent to a normal half year load are not eligible for the junior research assignment. Note that the junior research assignment does not constitute an interruption of the tenure clock [http://www.stonybrook.edu/commcms/provost/resources/interrupt.html](http://www.stonybrook.edu/commcms/provost/resources/interrupt.html), which may be granted under special circumstances.

Application procedure

The faculty member provides the chair with

- a 1-2 page summary of the program of work to be completed during the research assignment and the outcomes expected;
- information on the funding application: the name of the funding agency and relevant program, funds requested, submission date, and brief project summary.

If the faculty member’s research activities require her/him to be off campus during the research assignment, that should be discussed and approved in advance. Applications require endorsement by the chair and the dean, and the teaching needs of the department will be taken into account in determining the timing of the leave.

Deadlines

The request for a junior research assignment must be submitted to the Dean’s office by February 15 of the academic year preceding the requested research assignment (for either fall or spring semester). If the submission date for the funding application is later than February 15, the application should include a preliminary project summary.

External Funding

If the faculty member’s application for external funding is successful, those funds will be used to help defray the costs of replacement instructors. Extension of the research assignment for an additional semester is possible only when the faculty member has received funding external to Stony Brook which specifies a full year duration and which brings significant prestige to the faculty member and the institution.
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.
  - 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.
  - 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.
  - 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
  - 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.
  - 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.