College of Arts & Sciences Junior Research Assignment Policy (formulated 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, though success in securing this funding is NOT a requirement for the research assignment.
- The research assignment should normally 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 is a relief from teaching responsibilities only, and does not constitute an extension of time to tenure, 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 October 15 of the year preceding the requested research assignment (for either fall or spring semester). If the submission date for the funding application is later than October 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.