Dean’s Research Semester Award for Junior Faculty
Guidelines for Academic Year 2016-2017

Format: Submit two sets of printed materials (1 original and 1 copy, one-sided) to the Harpur Dean’s Office (HR still needs paper copies)
Deadline: Friday, October 14, 2016 by noon

Purpose
The Dean’s Research Semester Award is offered to junior faculty members in Harpur College to help promote their prospects for tenure and promotion at Binghamton University. Awardees are exempted from major teaching obligations for one semester but retain full faculty status, salary, and rights, thereby allowing them to concentrate on a significant scholarly or creative project.

Award Duration
One semester in the 2017-2018 academic year (Fall or Spring, depending on departmental needs)

Eligibility
This award is available to faculty who:

- Demonstrate a meritorious project that represents the professional interests and activities of Harpur faculty, including the entire range of scholarly research or a creative or artistic work (*research semesters are generally not awarded for the preparation of a textbook.*)
- Have completed a minimum of two years of full-time service at Binghamton University prior to the semester for which the award is granted
- Will complete the semester award prior to the semester during which they are being evaluated for tenure and promotion
- Have not already received a Dean’s Research Semester Award
- Are up-to-date on their Annual Faculty Reports for the Provost’s Office (any late Reports must be sent directly to the Provost’s Office)

Conditions
Award recipients are required to:

- Remain in residence for the duration of the award, except for brief intervals of absence as required by their projects, and to continue their departmental advising and service obligations
- Submit a report of their accomplishments during the release period, within six months of the completion of the research semester
- Remain at Binghamton University for at least one academic year following the award or to reimburse the University for their salary during the award

*For H-1B Visa Holders: If you plan to be out of residence from Binghamton University for periods longer one week, please contact the Dean’s Office or Human Resources prior to your time away.*
Dean’s Research Semester Award for Junior Faculty (cont’d)

Application Materials
1. ‘Request for Dean’s Research Semester’ form signed by you and your Department Chair
2. Short abstract of the proposed project (max 150 words)
3. Narrative (max 1,000 words, about 2.5 pages) that includes the following:
   a. A brief description of your scholarly or artistic project
   b. The specific nature of the work to be accomplished during the award period
   c. How your work contributes to the scholarship in your discipline
4. Timetable of activities, including a statement on the need for release time to make significant progress on your project
5. Up-to-date CV, clearly showing your scholarly accomplishments since joining the Binghamton faculty
6. Statement of support from your Department Chair commenting on
   a. the significance of your project
   b. your progress toward tenure
   c. how your department will cover your courses if the award is granted

All materials must be submitted on Friday, October 14, 2016 by noon.

The Dean’s Office has a collection of successful award proposals submitted by past applicants (in hard copy). Prospective applicants are invited to inspect these proposals in person during regular business hours.

Review & Notification
A committee appointed by the Dean of Harpur College evaluates the submitted applications and submits their recommendations to the Dean, who then makes the final decision on awards.

In making its recommendations, the committee considers

- the clarity and coherence of the proposal
- your scholarly potential as demonstrated by your accomplishments as a tenure-track faculty member
- the likelihood that you can complete the work outlined during the award period

Please make sure that your project description is understandable to faculty outside your field.

Awardees will be notified by Monday, December 19, 2016.

Questions
Please contact Florenz Plassmann, Associate Dean for Graduate Studies and Research, fplass@binghamton.edu