

## Theodore and Jane Norman Fund for Faculty Research and Creative Projects in Arts and Sciences

### 1) *The Theodore and Jane Norman Awards for Faculty Scholarship*

**Award Description:** The Theodore and Jane Norman Awards for Faculty Scholarship support faculty research, creative projects or course development. Stipends of up to \$3,000 are available for direct project-related expenses such as use of collections, acquisition of data, services, publication charges, travel, rental or purchase of equipment and preparation of manuscripts, books, journals, or computer software. Funds should be used within one year of the award. Any equipment purchased with these funds is the property of the University.

**Eligibility:** All continuing, full-time faculty, and part-time faculty with multiple year contracts, in Arts and Sciences are eligible, but preference will be given to faculty in the creative arts, humanities, and social sciences who do not have access to external research support, and to those who have not recently received a Norman Award for Faculty Scholarship.

**Selection Criteria and Procedure:** The Office of the Dean of Arts and Sciences will review applications and determine both the number of grants and the stipend size. Applications will be judged on the following criteria:

- Importance of the project
- Contribution to the field and to the career of the applicant
- Quality of the work proposed
- Feasibility of the project
- Clarity of the conception of the project
- Clarity of the proposal

**Application Procedure:** Completed applications should be no longer than three pages, double-spaced, and must be accompanied by a current curriculum vitae. The application should address:

Proposed Project: Clearly describe the basic ideas and questions to be addressed by the proposed project, and its theoretical basis. In what ways will the research or creative work contribute to the field? Where will the work be done? What is the methodology? How much will be accomplished during the grant period and what are the plans and timetable for completing the project? Include special media, such as CDs or slides, if these are important to illustrate the nature of the project.

Review of the literature: Place the proposed work both within the field and within the applicant's larger plan of work.

Budget: Provide details for each proposed expense. *Applications that are not accompanied by a budget will not be considered.*

Completed applications should be submitted to Assistant Dean of Arts and Sciences Stephen Hum, Office of the Dean of Arts and Sciences, MS 120. Deadlines for academic year 2008-09 are October 15, 2008 and March 6, 2009, with notification of awards approximately six weeks thereafter.

## ***2) The Theodore and Jane Norman Junior Faculty Research Leaves***

**Award Description and Eligibility:** All full-time, tenure-track faculty whose normal teaching load is at least two courses per year are guaranteed one semester of paid research leave in either the fourth or fifth year of residence at the University. Eligible faculty must consult with their departmental chairs and chairs of affected interdepartmental programs about the timing of their leaves. Chairs will notify the Dean of Arts and Sciences about the requested semester for the leave and may seek course replacements on an as-needed basis solely for curricular reasons. Courses will be replaced at the discretion of the Dean of Arts and Sciences.

Letters of reappointment will convey to Assistant Professors that they should consult their chairs about the timing of their leaves. Requests for leaves, and any requested replacement courses, should be made in the context of the Department Chair's annual curriculum/budget planning memorandum to the Dean of Arts and Sciences in December for the following academic year.

### **3) *The Theodore and Jane Norman Salary Replacement Award***

**Award Description:** Faculty who receive major, prestigious external grants or fellowships (e.g., Guggenheim; Fulbright; ACLS; NEH; Radcliffe Institute; AAAS Fellows; and grants from "in-residence" centers such as the National Humanities Center) may request salary replacement, up to a maximum of \$15,000 per semester, to maintain the level of that salary for up to one year (two semesters). Recipients may also request continuation of health insurance and other benefits while on leave, although certain benefits will not be available or will be reduced because of legal limitations in the benefits plans.

**Eligibility:** All continuing, full-time faculty in Arts and Sciences are eligible, but preference will be given to faculty who have not recently received a Norman Salary Replacement Award.

**Selection Criteria and Procedure:** The Dean of Arts and Sciences, in consultation with the President, will review requests and determine the amount of salary replacement. Requests will be judged on the basis of the candidate's long-term contributions and commitment to Brandeis, and on the potential contribution of the fellowship/grant to the faculty member's long-term research/scholarly/creative trajectory and/or professional development.

**Application Procedure:** Requests in memorandum form detailing the nature and terms of the external grant received, and the funding requested for salary replacement, should be submitted to the Dean of Arts and Sciences, MS 120. A parallel request for unpaid leave or sabbatical (as appropriate) should be submitted at the same time, along with the Department Chair's endorsement of the leave/sabbatical request. Requests will be considered at any time, but preference will be given to requests received by April 1 of the year preceding the leave/sabbatical. Where possible, faculty applying for such grants or fellowships, who anticipate asking for Norman salary replacement funding if the grant/fellowship is awarded, should notify the Dean's office at the time of initial application to the outside agency, to facilitate budgetary planning.

**Payment Procedure:** Once salary replacement is granted, please contact the Director of Budget and Planning, Office of the Dean of Arts and Sciences (x63497), as soon as possible to discuss appropriate payment procedures and issues related to benefits and fringes.