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. Awards of up to $3,500 (per academic year) 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. Tenure-track faculty may apply for an award to fund a book manuscript workshop. Any equipment purchased with these funds is the property of the University. Funds should be used before the end of the fiscal year.

Eligibility: Faculty in tenured, tenure-track or renewable positions of at least half-time status in Arts and Sciences are eligible. Temporary appointments, visiting faculty, and union-eligible faculty are not eligible. (Union-eligible faculty are referred to the “Professional Development Fund” section of the Collective Bargaining Agreement.) Preference will be given to faculty in the creative arts, humanities, and social sciences who do not have access to external research support. Please contact the office of the Dean of Arts and Sciences if you are unclear about eligibility.

Selection Criteria and Considerations: The Office of the Dean of Arts and Sciences will review applications and determine both the number of grants and the size of the awards. Applications will be judged on the basis of the following criteria and considerations:

- Quality of the proposed project (see “Application Procedure” below)
- Quality of accompanying budget (including appropriateness of proposed use of funds)
- The budget available for Norman awards in any given academic year
- The number of applications received
- The level of unspent funds from previous Norman awards available to an applicant
- Applicants applying in the spring who received an award in the fall will receive no more than the balance of the $3,500 annual award

Application Procedure: Completed applications, which should be no longer than one page, should address the following:

For Research & Creative Arts Projects
Clearly describe the basic ideas and questions to be addressed by the proposed project. In what ways will the research or creative work contribute to the field, and to the applicant’s larger plan of work? 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?

For Book Manuscript Workshops
Provide a brief description of the book project, its contribution to the field(s), and a clear statement indicating the status of the manuscript. If the draft manuscript is not complete at the time of application, please provide an additional statement detailing a timeline to competition, keeping in mind that a completed draft manuscript must be distributed to reviewers at least 3 months ahead of the proposed workshop date. Applicants should also provide a tentative date for the workshop, a ranked listing of at least 6 non-Brandeis scholars mainly from the greater Boston
area who can be invited to serve as reviewers along with a short rationale for their inclusion, their university affiliation, and email addresses. Questions about Norman Fund applications for Book Manuscript Workshops can be directed to Carina Ray, director of faculty mentoring, at cer15@brandeis.edu.

Applications that are not accompanied by a budget will not be considered.

Deadlines for academic year 2018-2019 are October 12, 2018 and March 14, 2019, 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 $18,000 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 may not be available or may 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 or email 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, asbudgetplan@brandeis.edu), as soon as possible to discuss appropriate payment procedures and issues related to benefits and fringes.