

Grady College Fellows Program

In the absence of a Sabbatical Leave Program, it is imperative that the University of Georgia must have mechanisms which provide faculty with the opportunity to enhance their scholarship. The purpose is to provide an environment which will be as supportive as that provided by the nation's major research institutions even though we do not have a Sabbatical Leave Program. As with any institution, our resources are limited and our responsibilities for the instructional, research, and service programs must be met. This means that scholarly support programs must be implemented with reasonable guidelines and that, depending upon the specific circumstances, they must have institutional approval and recognition whether at departmental, college, or university level. We have considerable flexibility at the University of Georgia but that flexibility must be responsive to the programmatic needs of the institution.

Academic Affairs Policy Manual, Section 1.10-01

The Grady College Fellows Program provides faculty with the opportunity to enhance their scholarship by releasing them from teaching and other assignments, usually for one semester. The program is available to tenured faculty and is competitive. The number of fellows will vary year to year depending on resources and the needs of the college. The fellowship is not an entitlement and must be earned. Fellows must have at least 12 semesters at UGA (summers and Maymesters do not count) to be eligible to apply. Fellows must wait 10 semesters (summers and Maymesters do not count) before being eligible to apply for another fellowship.

To apply for a Grady Fellowship, a faculty member must provide two copies of:

1. Abstract (no longer than 200 words): The abstract should be easily understood by a layperson. The ideal abstract (a) educates the Regents, legislators, members of the central administration and the general public about the research by describing the content of the work, (b) gives a sense of the scope of the proposed project, and (c) conveys the importance of the research.
2. Prospectus (no more than five double-spaced pages): The prospectus explains the project in terms that an educated reader from outside your field can understand. Specify:
 - a. Purpose and significance: Describe the nature and significance of the research, including a clear, concise statement of the objectives of the research and your aims in undertaking it.
 - b. Work to be accomplished: Describe specifically what you plan to do during the fellowship period. Where you will do the work. Identify persons, if any, with whom you will work.
 - c. Projected results: What tangible results will your research have, what form will it take, and how and where will you share your results with others?
3. Justification (no longer than one-double spaced page): How will it contribute to your own scholarly development? How will the research contribute to your teaching (be specific with course titles, number of students taught)? How will the research benefit your department, college, and/or the University as a

whole? Why does the research require time away from the normal activities of teaching, research and service?

4. CV Summary: Include a list of your professional publications, creative and/or professional works with the correct sequence of authors for joint publications. Include any other information relevant to appraising the proposed research project.

The completed application is submitted to the faculty member's department chair by November 22. Faculty members should stipulate the semester they are requesting for the fellowship. The chair must rank order applications if more than one is submitted. The chair will provide a written evaluation of each application. The chair must also provide a written statement about how the department's undergraduate and graduate instructional needs—including supervision of the faculty member's graduate advisees' research projects, thesis and dissertations—will be met while the faculty member is on leave. This must be specific by giving course titles, numbers, enrollments and faculty names that will provide course coverage and/or research supervision. When more than one faculty member is applying for a fellowship, describe the total impact on the department and its instructional needs.

The department chair may request funds to hire a visiting faculty member to teach one course. This course may or may not be one of the courses to be taught by the faculty member applying for a fellowship. But the chair must make clear whether granting a fellowship is contingent on the department receiving extra funds. In such cases, the availability of funding may preclude the granting of a fellowship.

The completed application along with the department chair's evaluation and statement are submitted to the dean. The dean will consult with the college's Executive Committee about the merits of the applications. The final decision rests with the dean.

Criteria for Review of Fellowship Applications

1. Scholarly or creative activities proposed
 - a. Value of project, including its originality and potential contribution.
 - b. Adequacy and feasibility of the project in relation to the length of the fellowship award.
 - c. Clarity and completeness of the proposal.
 - d. Project's potential for contributing to the faculty member's development.
 - e. Potential for disseminating and/or applying anticipated achievements through publications, presentations, and development of curricular and instructional activities.
 - f. Likelihood the project will contribute to the quality of the University and to implementation of the college's and University's strategic plans.
2. Scholarly or creative productivity of the applicant
 - a. Quality of academic products in relation to the field and years of academic service.

- b. Quantity of academic products in relation to the field and years of academic service.
 - c. Consistency of academic products in relation to years of academic service.
 - d. Success in obtaining external funding and likelihood the fellowship will increase the chances of obtaining external funding in the future
3. Other academic achievements and contributions
- a. Awards, fellowships, grants, offices and other honors earned.
 - b. Consultantships, editorial assignments, review assignments and other invitations that imply peer recognition.
 - c. Conferences, guest lectures and other professional contributions
 - d. Special assignments, offices and services performed for the college and/or University and other outside agencies and associations.

It is also a requirement that fellows submit a written report of their accomplishments during their fellowship within one month of returning to full-time teaching. Failure to do so will make the faculty member ineligible for another fellowship.

Regents Policy on Leaves

Regent's policy requires that the faculty member sign an agreement indicating that, for a leave for less than one year, he or she will return to the institution for at least one year or that, for a leave of one year, he or she will return to the University for at least two years. If the faculty member does not return to the University for the time specified in the agreement then he or she will reimburse the University for compensation received from, and any other expenses paid by, the University during the leave.

Regents' policy allows a faculty member to relocate to another location for at least a month but no more than a semester to conduct their work. Reassignment of location must be approved explicitly by the dean. There must exist in the dean's office a formal record of a prior approval for any reassignment of location. There must also exist a dated report to the dean on what was accomplished during this reassignment. It is critical for two reasons that any reassignment which includes significant time away from campus be formally approved by the dean. First, the reassignment must be part of departmental and college planning. Second, it assures for any legal, medical or other purposes that the faculty member has or had a location reassignment for university, and not personal, purposes. Since this latter is a concern no matter how short or long the duration, the dean must approve location reassignments for less than a month.

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