

College of Arts and Letters Guidelines for Promotion Incentive Grants

PURPOSE

The College of Arts and Letters offers a maximum of two (2) summer promotion incentive grants to support research, scholarship, and creative activities that will advance an application for promotion to full professor. These grants are designed for those who are senior associate professors—defined as those who have been at the rank of Associate Professor for at least seven (7) years and who could benefit from summer support to move them toward an application for promotion.

Projects funded by the College should benefit the faculty member, reflect departmental/school and college level goals, and further the mission of James Madison University. Grants support the activities and conditions necessary to complete the project, including faculty salaries, travel expenses, childcare, and/or other research related costs. The award is \$7,000 and is paid through the payroll system and applicable taxes are withheld.

Faculty are expected to produce the necessary scholarship/creative activity to be promoted within four years of receipt (i.e., if a faculty member receives a grant in the summer of 2024, they are expected to be promoted in August 2028). Should the faculty recipient not successfully be promoted during this period, they will be ineligible for department internal educational leaves, CAL educational leaves, and CAL summer grants until they are promoted.

ELIGIBILITY & REQUIREMENTS

Applicants must meet the following eligibility criteria:

- Must have held the rank of Associate Professor for at least seven (7) years.
- Must have never been awarded a promotion incentive summer grant.

In addition, applicants understand and agree that:

- Awards will not be used to support completion of degree requirements.
- Award recipients will not teach in the summer of the award.
- If projects involve research or data collection using human subjects, the applicant must acknowledge that Institutional Review Board (IRB) approval is required of all awarded grants. See Policy 1104.
- If projects involve research or data collection using live, vertebrate animals, the proposer must acknowledge that Institutional Animal Care and Use Committee (IACUC) approval is required. See Policy 2202.

APPLICATION COMPONENTS

Please submit the following materials in a single pdf to Laura Wisman (wismanlb@jmu.edu) by **Friday, February 16 at 5pm.**

1. Application form
2. Brief description of how the promotion incentive grant would catalyze efforts toward promotion. Please be clear and explicit about how the award will move you toward promotion in the framework of departmental and college promotion guidelines. (250-word maximum)
3. Description of project that will be worked on with the aid of the promotion incentive grant (500-word maximum) that (1) clearly and succinctly states the project's objectives and significance; (2) situates the project within current research in the field or discusses its creative

consequence to artist and audience (Attach a 2-page maximum bibliography if applicable); (3) outlines methods, schedule of activities, and work plan, including place where work will be performed; and (4) addresses publication plans.

4. Curriculum Vitae

EVALUATION PROCESS

The CAL Research, Awards, and Development Committee, comprised of a representative from each academic unit, will consider all eligible proposals. The Associate Dean for Research, Scholarship, and Creative Activities serves as a non-voting chair of the committee. Grants will be awarded based on the proposal's merits; however, applicants should recognize that funding is limited. When considering proposals of equal merit, the committee will first prioritize proposals from associate professors who have been at rank the longest. It will also prioritize proposals from faculty who have not received previous CAL funding. The committee's recommendations are not subject to appeal; however, the committee maintains minutes and, upon written request by an applicant, will provide a summary of discussion of the applicant's proposal after the announcement of awards.

Applications are evaluated based on the following criteria: 1. Degree to which the award will help the applicant meet promotion criteria. 2. Clarity and quality of the conception, organization, and description of the project: Project goals are clearly stated, appropriate, and feasible. Organization is clear. Proposals are free of errors. 3. Feasibility and appropriateness of the proposed plan of work: Plan of work is clearly specified and feasible. The approach is appropriate for the award's purpose, which is to move forward toward promotion. 4. Significance: Describes why the project is important in a way that is accessible and compelling to non-specialists.

Please read word count limits and other rules carefully. The committee will not consider applications that do not adhere to all guidelines. Note that the committee is a multi-disciplinary group and that it is important to explain your work in an accessible way.

NOTIFICATION OF AWARD

The CAL Research, Awards, and Development Committee will forward proposals recommended for funding to the dean. The dean of the College will notify grant recipients in writing by mid-spring semester. The award will be distributed during the summer of 2024. Please note that all awards are contingent on funding.

REPORT AND ACKNOWLEDGEMENTS

At the completion of grant-funded activities, a written report of accomplishments must be submitted to the Academic Unit Head and Dean by Monday, October 7, 2024. The report should include a description of contributions of the grant to the faculty member, department/school, and the college/university. For projects requiring IRB or IACUC approval, grant recipients must include with the report a copy of the appropriate approval form. Failure to file this report may impede the award of a future grant. Any publication or exhibition resulting from the grant should acknowledge CAL funding.