

**The Program for Graduate Faculty Research**

**Application for 2016 - 2017**

**Sponsored by:**

**John Brown University Office of Academic Affairs  
and Office of The Graduate School**

## **PROGRAM FOR GRADUATE FACULTY RESEARCH COURSE RELEASE**

### **About the Graduate Faculty Research Program**

The Program for Graduate Faculty Research was established to encourage and reward members of the John Brown University graduate faculty who desire to pursue research and other scholarly activity by reducing their teaching load for a designated period of time. The program is supported by graduate reserve funds.

### **Statement of Purpose**

The purpose of this program is to support quality scholarship that is motivated and informed by a Christian perspective among the graduate faculty at John Brown University. Important scholarly issues should be addressed in ways that have the potential to make a lasting impact on future academic discussion among both external and internal constituencies.

### **Eligibility**

Full-time faculty at John Brown University whose teaching or administrative load is at least half-time in The Graduate School are eligible to apply.

### **The Appointment**

Faculty who are approved for this program will receive 3-6 credit hours of course release for one year to pursue scholarly activity. Approvals may be granted for an additional year but individual faculty will be limited to receive two awards at most in any three-year period.

### **Selection Process**

Proposals will be due November 17; course release may be granted for the following summer and/or for the following academic year. Awards will be announced December 15.

## **Timeline**

- October 1 Request for proposals sent to Graduate faculty
- November 17 Completed proposals are due. Directions for proposals are on page 3. Proposals and letters of recommendation should be **submitted electronically**.
- Applications are due. **Please submit all materials electronically as attachments to [academicaffairs@jbu.edu](mailto:academicaffairs@jbu.edu).**
- Dr. Ed Ericson III  
Vice President for Academic Affairs  
John Brown University  
2000 W University  
Siloam Springs, AR 72761
- December 15 Announcement of awards

## **Graduate Faculty Research Course Release Application Materials**

1. **Cover Sheet (Provided)**
2. **Description of Research Agenda (*maximum four pages, double-spaced, one-inch margins, Times or Times New Roman font*)**. The description should be a summary explaining, in broadly communicative language for those outside of the discipline, the methods and relevance of the proposed research agenda. It should include a cited summary of surrounding scholarly literature and explain how your project qualifies, extends, or otherwise engages the existing knowledge in the field. Questions that should be answered in the summary should include items such as:
  - What are the basic ideas, problems, or issues that the applicant proposes to examine?
  - What is the current state of the agenda? If this is a new area for the applicant, what are the motivations and qualifications for working in this field?
  - What is the proposed time frame for progress on this agenda? What specific progress does the applicant expect to make in this time period?
  - What are the prospects and the time frame for dissemination of the work?
  - How will this project impact both external and internal constituencies?
3. **Current curriculum vitae.**
4. **Letter of recommendation:** One letter of recommendation attesting to the worth of the project, prospects for dissemination, and the applicant's ability to complete the project in a timely manner (form provided) should be submitted. This letter must come from a scholar external to the JBU community who is familiar with the applicant's work.
5. **Program Director letter:** Application must include a letter of support from the respective graduate program director including how the faculty member's responsibilities and course load will be covered during the research period.

All materials including letters of recommendation should be **submitted electronically as attachments** to [academicaffairs@jbu.edu](mailto:academicaffairs@jbu.edu) by November 17, 2016:

Dr. Ed Ericson III  
Vice President for Academic Affairs  
John Brown University  
2000 W University  
Siloam Springs, AR 72761

## **Criteria for Evaluation of Applications**

1. The nature of the proposal
  - a. Its relevance
    - How does it fit the stated program goals?
    - How does this proposal satisfy the primary goal “to develop and maintain an institutional culture at JBU that is supportive of quality scholarship motivated or informed by Christian perspectives?”
  - b. Its status
    - How well developed is the research agenda?
    - Has some form of invitation been given to work on this?
    - Is there potential for completion in a timely manner?
    - Is there potential for dissemination through appropriate means?
  - c. Its clarity
    - Is the proposal well written with appropriate documentation and organization?
2. The ability of the applicant
  - a. Precedent: What previous evidence of accomplishment indicates that the applicant is able to do what is proposed?
  - b. Promise: If there is no precedent, what signs of potential does the applicant offer to indicate that the project will be able to be completed?
3. The Committee

Applications will be evaluated by a committee consisting of

  - The Vice President for Academic Affairs
  - The Graduate Program Directors or their designee
  - The Dean of The Graduate School,
  - One senior faculty member who has the rank of Professor and has graduate teaching experience.

After evaluating the applications, the committee will make a recommendation to the President who will make the appointment(s).

***Program for Graduate Faculty Research Course Release  
Cover Sheet***

Name of Applicant: \_\_\_\_\_

Specific Academic Discipline: \_\_\_\_\_

Recommended by: \_\_\_\_\_

***Program for Graduate Faculty Research Course Release  
Recommendation Form***

\_\_\_\_\_ has applied for a JBU Summer Scholars Fellowship.  
Please comment on the following:

- The significance of the research agenda.
- The ability of the applicant: Are there previous accomplishments that indicate potential for significant dissemination of the research? If not, what signs of potential does the applicant offer?

Please return your recommendation **electronically (as an email attachment)** by November 17, 2016, to:

Dr. Ed Ericson III  
Vice President for Academic Affairs  
John Brown University  
2000 W. University  
Siloam Springs, AR 72761

**E-mail to [academicaffairs@jbu.edu](mailto:academicaffairs@jbu.edu)**

Your Name: \_\_\_\_\_

Institutional Affiliation/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

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# Summary Report Guidelines

**Due Dates:** May 15, 2017, May 15, 2018, and May 15, 2019

**Instructions:** The Summary Report is intended to give the holder of the Graduate Faculty Research the opportunity to report and reflect on the progress of the proposed research. A primary purpose of the Summary Report is to help maintain a sense of accountability on the part of all parties and to help evaluate the successes and failures of each proposal. Although individual circumstances may vary, ordinarily the Summary Report should be from two to four pages in length, double spaced, and should include the following:

- A summary of what was proposed in the initial application
- A description of the extent to which the goals of the proposed agenda were or were not met – including a list of any publications and/or presentations
- A discussion of those factors that most helped progress toward the intended goals
- A discussion of those factors that most hindered progress toward the intended goals
- A budget summary of how supplemental funds were used.

These summary reports should be submitted to the Academic Office ([academicaffairs@jbu.edu](mailto:academicaffairs@jbu.edu)) by the due dates noted above with a copy to the division chair to be included with the division annual report. Additionally, recipients of the Graduate Faculty Research are expected to make an application for the Balzer Lecture series by the end of the appointment.