

The JBU Summer Scholars Fellowship

Application  
For Summer 2020

Sponsored by:

John Brown University Office of the President  
and Office of Academic Affairs

### **About the JBU Summer Scholars Fellowship**

The JBU Summer Scholars Fellowship was established in 2006 by the Office of the President and the Office of Academic Affairs to advance the scholarly efforts of the faculty at John Brown University through contract extensions and expense stipends for extraordinary scholarly efforts during the summer months.

### **Statement of Purpose**

The purpose of this program is to support quality scholarship that is motivated and informed by a Christian perspective among the 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**

All full-time faculty members at John Brown University are eligible to apply including those individuals who are already receiving other summer research grants or endowed chair positions if their Summer Fellowship proposals are significantly different from what is being covered by these other initiatives.

### **The Appointment**

The appointment to the Summer Scholars Fellowship is for three calendar years, beginning January 1 following notification of award. For each summer of the appointment, the position includes a “one month” contract extension (an additional 12.5% of the 9-month salary) and a supplemental expense budget of \$1,000 to each recipient. The supplemental funds may be used for travel, research materials, and other business-related expenses, but do not include food reimbursement. Expense funds are available for use from January 1 – December 31 of each year of appointment. Processing of the contract extension and expense funds are handled in the Office of Academic Affairs.

There will be two three-year appointments made in this year’s cycle. For particularly noteworthy projects, such as a significant book contract with a major press already in hand, the applicant can also request, with the usual supervisor support, the option of applying for the Summer Scholars Fellowship to be used to buy out one course each semester during the regular academic year. The review committee will then decide whether to grant the regular summer fellowship or on rare occasions these course release buyouts.

The Summer Scholars Fellowship recipient agrees to one year of continued service to JBU at the end of the appointment. Should the recipient voluntarily terminate employment prior to the completion of the appointment or the completion of the one-year additional service, the recipient agrees to reimburse to JBU the additional one-month salary paid, including benefits, from the last year of the appointment.

## **Timeline**

September 15            Application forms sent to the JBU full-time faculty  
(for appointment beginning the next summer)

November 1             Applications are due.

**Please submit all materials electronically as email  
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

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

December 1             Announcement of awards

Progress reports will be due at the end of each summer of the appointment, giving a summary of progress on the research program and plans for continued work and dissemination. For instructions on completing the summary report, see page 8 of this document.

## **Summer Scholars Fellowship Application Materials**

1. **Summer Scholars Fellowship Application 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). This letter must come from a scholar external to the JBU community who is familiar with the applicant's work.

Letters of recommendation (*as an email attachment*) should be sent by the November 1, 2019, due date to:

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

Email to: [academicaffairs@jbu.edu](mailto:academicaffairs@jbu.edu)

## **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

Applicants will be evaluated by a committee consisting of:

  - Vice President for Academic Affairs
  - Dean of Undergraduate Studies
  - Dean of Faculty Development
  - One senior faculty member (who has the rank of Professor), appointed by the President
  - One external evaluator, appointed by the President.

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

**JBU Summer Scholars Fellowship Application Cover Sheet**

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

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

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

## JBU Summer Scholars Fellowship 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 submit your recommendation as an email attachment by November 1, 2019,**

**to:**

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

Email: [academicaffairs@jbu.edu](mailto:academicaffairs@jbu.edu)

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

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

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

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

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

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# **JBU Summer Scholars Fellowship Summary Report Guidelines**

**Due Dates:** August 15, 2020, August 15, 2021, and August 15, 2022

**Instructions:** The Summary Report is intended to give the holder of the JBU Summer Scholars Fellowship 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 by the due dates noted above with a copy to the division chair. Additionally, recipients of the Summer Scholars Fellowship are expected to make an application for the Balzer Lecture series by the end of the appointment.