

APPLICATION GUIDELINES SHORT RESEARCH ASSIGNMENTS RUTGERS UNIVERSITY LIBRARIES

Nature of the Program

The purpose of the short research assignment (SRA) is to give members of the Library Faculty an alternative opportunity to further their scholarly/creative or research interests in accordance with the tenure and promotion criteria.

SRA leaves will not be granted for preparation of course-related papers, with the exception of final work on a dissertation.

Colleagues will “close ranks” to enable the participant to take the leave.

Time Limits

SRAs provide up to 22 working days to be taken in blocks of no less than three consecutive working days, within six months, upon recommendation of the Campus Director or AUL and the Research Leave Review Committee to the University Librarian. For research requests exceeding 22 days, applicants should consider a sabbatical leave.

Eligibility Guidelines

SRAs will be limited to one per year for any individual. Librarians in their terminal year (including the year of resignation) are not eligible regardless of whether the SRA application has already been approved.

An SRA leave is not intended to be taken within a year before or after a sabbatical. Requests for SRA leaves made in consecutive years are discouraged. Those who have taken a sabbatical leave or an SRA must wait one calendar year before applying for an SRA.

While all reviewers are responsible for assuring the quality of the project, it is the primary role of the Research Leave Review Committee to evaluate the scholarly merit of the proposal. Scheduling and release time are the province of the Campus Director or AUL. The University Librarian grants final approval.

No opportunity for appeal exists when a negative decision is reached. In such cases, the completed application and endorsements will be returned to the applicant. Applicants denied in one quarter are not precluded from submitting a revised application in the next quarter. The RLRC is available to consult and advise in this process.

Application Time Frame

Proposals will be reviewed four times a year after the following quarterly deadline dates: January 5, April 5, July 5, October 5.

Application forms are available from Campus Directors or AULs, the Libraries Faculty Web site, and the Human Resources Office.

Applications received after the deadline will be considered during the next quarter.

Applicants should notify the RLRC Chair and the Campus Director or AUL when the completed form is given to the Human Resources Office.

Applications are due to the Human Resources Office for forwarding to the Research Leave Review Committee (RLRC) by the quarterly deadlines (January 5, April 5, July 5, October 5.)

The RLRC should wait until ALL applications are received before acting on the applications. Applications should be forwarded to the Campus Director or AUL within 10 working days of the quarterly deadline.

The Campus Director or AUL must act on the application within 10 working days of its receipt and forward it to the University Librarian.

The University Librarian must act on the application within 10 working days of its receipt. The University Librarian or his/her designee will forward the completed application to the applicant and copies to the Campus Director or AUL and RLRC Chair.

The entire process will be completed within six weeks following the quarterly application deadline.

Requirements

Within thirty working days of completion of the leave, a brief written report must be submitted to the University Librarian. The report should indicate the results achieved during the leave and any work not completed. Representative portions of completed writing or bibliographies should be attached. Failure to submit a report will preclude the granting of any subsequent research leaves. The Library Human Resources Office will distribute copies to the Campus Director or AUL, and Chair of the RLRC, and the Scholarly and Professional Activities Committee. An oral presentation may be required.

revised 8/86; revised 2/91; revised 5/97; revised 1/01; revised 03/03

RUTGERS UNIVERSITY LIBRARIES

SHORT RESEARCH ASSIGNMENTS APPLICATION

Name _____ Unit _____

Term of participation: inclusive dates,

From _____ To _____ Number of Days _____

Please list all previous leaves you have received.

Please address the following in your proposal:

1. What will be the product, results, or impact of this leave?
2. What is your plan (methodology) for this project?
3. What have you accomplished to date?
4. Who will find this project useful? How does it contribute to the state of the art?
5. How do you propose to schedule your 22 days? (Tentative timetable.)

APPLICANT PLEASE SIGN BELOW

If my application is approved I agree to submit a brief written report to the University Librarian. I also understand I may be required to give an oral presentation on my research.

(Signature of Applicant)

Date

Submit completed applications to the Human Resources Office. Notify your Campus Director/AUL and the Chair of the Research Leave Review Committee that you have submitted an application.

SRA Application Form, p.1
Revised 08/86; revised 03/03

