

**RESEARCH FACULTY STATUS APPLICATION**

The designation *Research Faculty* is given to faculty members who excel beyond the minimum university requirements for research and creative scholarship. In recognition of the time and effort required to maintain an active productive research program, *Research Facult*y qualify for a 3-contact-hour baseline reduction in the expected annual undergraduate teaching load (2-contact hour baseline reduction in graduate teaching load). Actual annual teaching load may vary depending upon department and school needs. *Research Faculty* status is approved for up to **three years**, and monitored annually through the Faculty Activity Report process. *Research Faculty* status is renewable.

Please submit completed application via email to [research@andrews.edu](mailto:research@andrews.edu) by the appropriate due date. Please remember that this application will be evaluated by an interdisciplinary committee, therefore, write in clear terminology that will be easy to understand by those reading it. Applications will be evaluated by the committee holistically, giving due consideration to all parts of the application, with respect for professional and disciplinary differences. Please type in the spaces provided below, which will automatically expand as needed.

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| **Faculty Information** | | | | | | |
| **NAME (Last, First, MI)** | **AU ID** | **DEPT.** | **E-mail** | **TEL EXT** | **DATE of HIRE** | **FAC. RANK** |
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| **Research Topic** |
| Summarize your research using a maximum of 250 words. |
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**Part 1: Research and Creative Scholarship activity done over the past three years.**

Indicate below your activities over the previous three calendar years in each of the following three areas. The committee will have access to your Faculty Activity Report documents for the past three years (if available); please provide information/explanation below to assist the committee in interpreting the Faculty Activity Reports.

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| **A: Evidence of Scholarly Results** |
| Successful applicants should average one significant publication per year (a minimum of 2 significant publications over the previous three year period is required). Significant publications are peer reviewed journal articles and book chapters, excluding consortium publications for which the faculty member had little involvement and conference proceedings volumes. Peer-reviewed books published by an academic publisher may count as the equivalent of 2 significant publications. For faculty in the performing and visual arts, invited and juried performances and gallery exhibits equivalent to one significant publication per year are expected. |
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| **B: Evidence of Active Scholarship** |
| At least one activity per year is expected, and should include at least two types of activities (or presentations in two types of venues). This includes regional and national disciplinary conference presentations, external research grant applications, conference proceedings publications, and other academic publications involving reduced peer review. |
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| **C: Evidence of Scholarly Repute** |
| At least one activity per year is expected, and should include at least two types of activities. This includes serving on external grant peer review committees, refereeing multiple journal article submissions, editing an academic journal or book, writing a general-audience book or series of articles based on scholarly expertise, organizing an academic conference, and supervising undergraduate or graduate students in research leading towards student presentation and/or publication. |
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**Part 2: Research and Creative Scholarship plan for the upcoming three years.**

Indicate below your research and creative scholarship expectations for the upcoming three years. If you currently have a significant external grant, you may attach your approved grant application as your response to the following two questions.

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| **Research Description and Methodology (3 page limit)** |
| Please describe the background for your research and your methodology. The methodology should be sufficiently detailed that the reader can understand how the work is performed. Place your work in the context of existing work in the field, including a review of relevant literature. |
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| **Personal Statement and Significance of Research (2 page limit)** |
| Please place your research in the context of your professional growth and its importance for your academic field. How has your research grown through your professional activities over the last three years, and how do you expect your research field to develop over the next three years. |
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| **Affidavit of Responsibility** | |
| I certify that the information given above is true and accurate, to the best of my knowledge, and that the department has reviewed and endorses this application.  My typed name below also acknowledges my awareness that the university has an obligation in the event of academic misconduct or alleged academic misconduct to take such action as necessary to ensure the integrity of research, and the university has a clear policy for dealing with academic misconduct complaints including procedures for conducting an investigation and a process of appeal.  By signing this application the Chair agrees to work with the Dean in good faith towards the goal of providing a 3-contact hour reduced teaching load for approved Research Faculty, while recognizing that budgetary funding is not guaranteed. | |
| **Applicant** | **Date** |
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| **Chair** | **Date** |
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