

Liberal Arts Research Awards (LARA)

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Purpose and scope of awards: LARAs are intended to support faculty members who are working on a specific project connected to their scholarly expertise that will result in a clearly defined outcome intended to be disseminated to the wider academic community. Winners of these awards will receive a one-course assigned time in the same semester of the subsequent year, e.g. LARA winners chosen in spring 2011 will receive a one-course assigned time in spring 2012.

Eligibility and Requirements:

- Faculty members who are full time, either on continuous appointment or eligible for such in the College of Liberal Arts may apply for an award.
- Projects related to improving or enhancing teaching, including locating teaching resources, designing course-related activities, compiling information to be used in class or other projects which are intended for use in the classroom are not eligible **unless** these activities are part of the scholarship of pedagogy and will be submitted for eventual presentation at professional conferences, appropriate artistic venues, or publication.
- Applications for fall semester release time must be received in the Dean's office by **October 15** of the academic year prior to award period, while applications for spring release time are due in the Dean's office by **March 1** of the preceding year.
- Recipients of the award may not teach an overload course during the semester in which they receive an award, except under exceptional circumstances approved by the Department Chair and the Dean.
- Recipients of the awards must make themselves available to the Director of the Liberal Arts Colloquium Series to give a presentation on their projects in the academic year following the award. The Director will select which recipients shall be asked to make a presentation.
- Recipients of the awards must submit to the chair of the LARA committee a project report by February 1 in the semester following fall awards and by June 30 for spring semester awards. This report should document the work completed.
- No subsequent LARAs will be awarded to that faculty member until he/she has submitted this report and documentation. **Exception:** Individuals who are seeking to apply for a LARA in two consecutive semesters may do so before submitting their final documentation for the first LARA. For example, an individual who applies in Fall 2011 and receives the award for Fall 2012 may also apply for a LARA in Spring 2012 to be used in Spring 2013. This exception is capped at two consecutive semesters.

Application Process: The application should be 12-point Times New Roman font and have page numbers and the applicant's name on all pages. It should contain the following sections:

- An **abstract** of the project (500 words maximum). Make sure that this is written to be understood by people who are NOT experts in your field.
- Indicate the **significance** of the project to your scholarly agenda. (250 words maximum) If this is a component part of a larger work, indicate the place of this project in that work.
- Indicate how and why the project might be **of interest to others** in the social sciences, humanities, or the fine or performing arts. (250 words maximum)
- Give a **timeline** of your planned work on this project, including any additional time outside of the award period or work already completed. Identify the scope and extent of work to be completed during the

LARA and its place in the overall project. This estimate should be realistic about the amount of work that can be accomplished during the award period. (500 words maximum)

- If the proposed project has multiple authors or investigators, specifically **identify the work that will be completed** by the LARA applicant, and the place of this component in the overall project. (100 words maximum)
- Identify **specific outcomes** for the project. Examples of viable outcomes include submission of an article in a peer-reviewed journal or an essay in a collection; a paper proposed to be presented at a scholarly conference; a monograph submitted; a creative work that will be submitted for publication, presentation, or showing in a peer reviewed venue. (100 words maximum).
- A brief **curriculum vitae** showing education, degrees earned, publications, presentations, and previous grants, fellowships or awards (including previous LARAs). (2 pages maximum)
- A **memo** from the Department Chair which lists which course will be replaced with the reassigned time for research and how the course will be covered.

Selection:

- The applications will be reviewed and ranked by the Liberal Arts Council, who will make recommendations to the Dean. Vote shall be by secret ballot, and will rank the applications based on their merit (see attached rubric).
- Any Department Chair or program director who sits on the LAC may apply for an award but must excuse himself or herself from the entire review process. In this case, a senior faculty member from that department (who is not applying for a LARA) will represent the departmental applications in the review process and exercise the department's vote in the group's recommendation to the Dean. The senior faculty member shall be selected by the department.
- In the event that one or more applications are ranked equally, priority will be given in the following order:
 - Tenure-track faculty who have not previously received an award.
 - Tenured assistant and associate professors
 - Professors
 - Instructors holding the terminal degree
 - All other full-time faculty.

Evaluation Rubric for LARA applications

Criteria	Superior	Good	Fair	Poor or missing
The proposal has an abstract that clearly and succinctly describes the project, its importance in the field, and its outcomes and planned dissemination				
The proposal indicates the significance of the project to the applicant's scholarly agenda. In particular, it shows how this work is an outgrowth of earlier researches, undertakes a new direction, or continues an ongoing project that is making its way towards completion and dissemination.				
The proposal indicates how this project fits into the larger disciplinary field, or, if interdisciplinary, what fields will find this work of interest.				
The proposal contains a timeline for completion of this discrete project. If this work is a part of a larger project, then this portion proposed to be undertaken by the applicant must be able to be completed in the award period.				
If the proposed project has multiple authors or investigators, the work that will be completed by each must be clearly delineated, and that which will be completed by the applicant(s) specifically identified.				
The proposal specifically identifies the outcomes of the project and how those will be disseminated to the larger scholarly community.				
The application includes a brief curriculum vitae that indicates previous research or scholarly expertise related to the subject matter of the proposed work.				
The proposal is written with a non-specialist audience in mind; it is well organized, persuasively written, and meets the stated length restrictions and format requirements.				

Updated April 2011