Junior Research Leaves

All junior faculty members on the tenure track are guaranteed a research leave for one semester at full pay or one year at half pay prior to the tenure decision. Although Junior Leaves are guaranteed, faculty are still required to submit an application for leave one year prior to the desired leave term. The timing of the leave must be approved by the Department Chair and the Associate Dean for Research, Scholarship, and Creativity. Leaves will normally be taken during the third, fourth, or fifth year of teaching at Wake Forest. Junior Leaves may not be taken earlier than the third year of employment.

It is important for junior faculty to demonstrate a sustained commitment to departmental citizenship and to the teaching mission of the College. For this reason, the total time away from teaching and service duties on leave should not exceed one full year prior to the tenure decision. Exceptions must be arranged with and approved by the Department Chair and the Dean of the College.

Applications for Junior Leave must be submitted to your Department Chair by October 1 and include:

- Semester(s) during which leave is desired.
- A description of the research or creative work to be carried out.
- The location at which research or creative work will be carried out.
- Intention to apply for any additional internal or external funding support (Archie grants, faculty development funding, external fellowships, and residential opportunities, etc.).

Materials to be provided by Chair to the Dean’s Office in Single PDF Document by November 1:

- Faculty member’s application materials as outlined above.
- Signed letter (1 paragraph minimum to 1 page maximum) from the department chairperson addressing the applicant’s performance and promise as a scholar or creative artist and the importance and feasibility of the project proposed.
- Request for Faculty Position form should the department need resources to to cover the teaching load of the applicant.

External Fellowships: Typically, junior faculty applying for external fellowships either independently or through the CRADLE program should coordinate the timing of the fellowships to correspond with their guaranteed junior leave. Faculty applying for external fellowships must submit a Routing Form to the Associate Dean for Research, Scholarship, and Creativity. (See ORSP website regarding external fellowship funding and approval guidelines.)