This Professorship entails released time at full salary for up to one full academic year.

To be eligible, an applicant must be a full-time Muhlenberg faculty member who has:
- tenure
- taught at Muhlenberg for at least three years
- agreed to return to Muhlenberg for one full year of teaching following the year of the Professorship
- demonstrated personal and professional characteristics that will bring credit to the College
- submitted an application detailing an acceptable research project
- been teaching (and not on another kind of leave) the year before the Professorship.

The proposed research must fit the following categories:
- it must be appropriate to the discipline of the applicant and must meet the highest scholarly expectations of that discipline
- it must make a contribution to the discipline
- it must be oriented towards publication or another appropriate means of making the results known to peers beyond the Muhlenberg campus. The proposed form of publication, exhibit, or performance must be specified.
- it must reflect a mature project (as distinguished from preliminary, exploratory investigations)
- it must be judged worthwhile by peers in the discipline
- it must show promise of enhancing the reputation of the College.

An application for the Professorship is submitted to the President, the Provost, and the Faculty Development and Scholarship Committee (a total of eight copies to the Provost’s office) and must include:

1. A three to five page narrative statement of the proposed research project. This narrative statement must include:
   a. A statement regarding the importance of the proposed research.
   b. A methodological design which demonstrates that the project is beyond the preliminary, exploratory stage.
   c. Plans for making the results of the research known (via publication, exhibit, or performance).
2. An endorsement from the appropriate department head. If the department head declines to endorse the proposal, he or she submits a written statement specifying the reasons for this refusal.
3. The names of three or more scholars in the field (not at Muhlenberg) capable of judging the merits of the proposal. If the applicant chooses to have one or more of these scholars write letters of recommendation regarding the project, those letters should be sent to the Provost before the application deadline. In the absence of such letters, the Development and Scholarship Committee, the Provost, or the President may solicit comments form outside scholars.
4. A current curriculum vita.

In addition to the salary, up to $2,000 is available for research and publication expenses. To be eligible, the applicant must submit a budget of anticipated expenses with the proposal. An individual awarded the Professorship is expected to account for these expenses as they are incurred. Alterations in the proposed budget may be made with approval of the Provost. These funds may be used for:
- research materials
- typing and duplicating expenses
- publication fees/performance fees/exhibit fees
- travel required to complete the research—e.g. travel to a laboratory to have access to equipment or techniques necessary for the research or travel to a library or museum to examine materials not otherwise available. (Travel per se shall not be considered research.)

When assessing proposals, consideration is given first to the merits of the proposal. For proposals of similar merit, the following order of priority is followed:
1. Year-long projects when the candidate is ineligible for a sabbatical.
2. Year-long projects when the candidate is eligible for sabbatical (the sabbatical shall be delayed until after the applicant has taught another year at Muhlenberg).
3. Semester-long projects when the candidate is ineligible for a sabbatical.
4. Semester-long projects when the candidate is eligible for sabbatical leave (with the sabbatical delayed until the applicant has taught another year at Muhlenberg).
5. Semester-long projects to accompany a one-semester sabbatical during the same academic year.

Applicants are reviewed by the Faculty Development and Scholarship Committee who shall:
1. Examine the proposals.
2. Gather evaluations (as many as it considers necessary) from persons inside and outside of Muhlenberg.
3. Rank the proposals in order of merit.
4.Submit a written recommendation concerning the applications to the Provost and the President. This recommendation includes the ranking of proposals in order of merit and the Committee’s thoughts on awarding the Professorship to one individual for a year or two individuals for one semester each.
5. After reviewing the proposals and the Committee recommendation, the President and Provost discuss these matters with the Committee.
6. The President makes the final determination.

**Honors**
1. The recipient of the award is announced at the Honors Convocation in the spring semester preceding the year of the Professorship.
2. The name of the recipient is listed in the College Catalog as the Class of 1932 Research Professor for the academic year.
3. The Professor presents a summary of the work accomplished at an occasion hosted by the Provost in the fall semester following the year of the Professorship. A written report is submitted to the Provost no later than the date scheduled for this occasion. This report is shared with the President and the Development and Scholarship Committee.

October 1999