GUIDELINES FOR THE DONALD B. HOFFMAN RESEARCH FELLOWSHIP

Name
The Donald B. Hoffman Research Fellowship is named in honor of Dr. Donald B. Hoffman ’32.

Purpose
The purpose of the Fellowship is to encourage faculty members to engage in scholarship, research, or creative activity which results in publication or performance or exhibition while enhancing the reputation of the College.

Award
1. The faculty member awarded The Donald B. Hoffman Research Fellowship receives a two course reduced teaching load both semesters of one academic year.
2. The Fellowship is rotated every other year between Natural Science/Mathematical Science and Humanities.
3. The awarding of the Fellowship does not affect the eligibility for sabbatical leave.
4. 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 year of the Fellowship
   - demonstrated personal and professional characteristics that will bring credit to the College
   - submitted an application detailing an appropriate research project
   - been teaching (and not on another kind of leave) the year before the Fellowship.

Application
An application for the Fellowship is submitted to the President, the Provost, and the Faculty Development and Scholarship Committee (eight copies to the Provost’s office) and must include:
1. A two to four page narrative statement describing the proposed project and plans for making the results known via publication, performance, or exhibition.
2. A written endorsement from the appropriate department head. If the department head declines to endorse the proposal, he or she must provide a written statement specifying the reasons for this refusal.
3. An up-to-date curriculum vita.
Selection
1. Applications are reviewed by the Faculty Development and Scholarship Committee.
2. The Committee submits a written recommendation concerning the application to the Provost and the President. This recommendation includes a ranking of proposals in order of merit.
3. After reviewing the proposals and the Committee recommendation, the President and Provost discuss these matters with the Committee.
4. 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 Fellowship.
2. The name of the recipient is listed in the College Catalog as the Donald B. Hoffman Research Fellow for the academic year.
3. The Fellow presents a summary of the work accomplished at an occasion hosted by the Provost in the fall semester following the year of the Fellowship. 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