

## JUNIOR FACULTY TEACHING RELEASE

The Junior Faculty Teaching Release (JFTR) Program offers tenure-track faculty an opportunity to devote themselves to scholarly, creative, and professional activities at a critical time during the pre-tenure years.

**Faculty are eligible to apply for the program if they are in their second year of pre-tenure service.**

The program allows faculty to have one semester of teaching release during the **spring of their third year or the fall or spring of their fourth year, following a successful reappointment review in the fall of their third year.** During the semester of the JFTR, faculty are able to devote themselves to research and creative activities. Guidelines will differ in the Washington College of Law.

A faculty member may have brought prior service to American University, either from another institution or from service at American University in a term faculty position. **If the faculty member waives the prior service before submission of his or her JFTR application, then s/he will be eligible for the teaching release. If a faculty member chooses not to waive prior service then s/he will not be eligible for the JFTR.**

In addition to the JFTR application, **faculty are required to apply for external funding for supplementary support.** If deadlines for specific external funding proposals are after the JFTR application, faculty must forward verification of subsequent receipt by the funding agency to the Dean of Faculty. The requirement to apply for external funding is intended to familiarize faculty with outside funding sources and encourage them to seek funding to support research now and in the future. Although faculty receive their full salary for the JFTR semester, a proposal for external funding may cover travel expenses, summer salary support, material acquisitions or enough funding for a second semester of leave. While faculty will receive the one semester release even if their external funding application is not successful, we encourage all faculty to work with staff in the Office of Sponsored Programs (OSP) to identify all possible funding sources. Please call OSP at x-3440 and ask to speak to the grant and contract manager assigned to your teaching unit.

A condition of receiving the JFTR is reappointment to the fourth, fifth and sixth years of service in the pre-tenure review completed in fall semester of the third year of service. A condition of accepting the JFTR is that the faculty member return to the University for one academic year following the teaching release. Faculty who do not return must agree to reimburse the University for all payments made by the University for the faculty member's benefit (usually salary, benefits, retirement).

Please note that the semester of teaching release will count both toward tenure and sabbatical accruals. An additional semester of research leave will count toward tenure and sabbatical accrual, in accordance with the *Faculty Manual*.

A final written report will be due by November 1st in the academic year following the JFTR.

**Please visit the Dean of Faculty Key Dates and Deadlines for the final date for submitting an application for the JFTR. Applications should be submitted to the Dean of Faculty.**

***Please route the application through the appropriate teaching and or academic unit at least ten days prior to the submission deadline.***