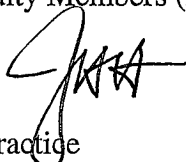


January 28, 2009

MEMORANDUM

TO: Peabody Clinical and Practice Faculty Members (Full-Time)

FROM: J. H. Hogge, Associate Dean 

RE: Course release for scholarship of practice

To support the development of a line of focused scholarly activity (primarily scholarship of teaching and application), full-time members of the Peabody faculty with "clinical" or "practice" in their titles may request a release from one course for up to two consecutive years. Because resources are limited, however, proposals for a one-semester course release are more likely to be feasible during these challenging economic times.

Your proposal should be no more than four pages (double spaced) in length and should be submitted, along with your CV, to your department chair at least one full semester prior to the beginning of the period for which release time is requested. Your department chair will make the request to the Dean of Peabody on your behalf.

In your proposal, please address:

- 1. Goals and Objectives.** What are the goals of the proposed project? What product(s) will result? How do these relate to your ongoing scholarly activity?
- 2. Significance.** Why this project at this time? Briefly situate the proposed project in relation to current research and/or practice in your field. Please append a list of key references (*up to ten*) to your proposal.
- 3. Impact.** As stated in the *Guidelines for Appointment, Review, and Promotion of Practice and Clinical Faculty*, "the intellectual products of practice faculty, to be considered as part of review for promotion, must be accessible to the larger educational community and must have impact on the field." How will your project advance practice and/or scholarship of practice at Peabody and the field? How will you share insights and knowledge with the broader professional community?
- 4. Activities and Timeline.** Please list the activities and timeline for accomplishing your project. If this project will extend beyond the semester for which a course release is requested, please note how the work will be accomplished.

(Continued on next page)

5. **Overall Load During Release Period.** Please list the elements (courses taught, supervisory responsibilities, student advisement, etc.) of your overall work load during the proposed course release period.
6. **Implications for Coverage.** Please describe what teaching or supervisory responsibilities you will need to give up and how they might be covered by your department. Please note that coverage of your duties is expected to be accomplished within existing resources.

Please feel free to contact me if you have any questions.