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**Initial Application for
Workload Reallocation Program
August 1, 2026 through July 31, 2030**

Name: _____

Title/Rank: _____

Years of Full-time Service at Messiah University: _____

Name of Department: _____

Initial Application Process

1. Submit a summary assessment that provides evidence of your trajectory toward meritorious scholarship in accordance with the current criteria in the *Community of Educators Handbook*. [See [Community of Educators Handbook Section 6B.III.G.2.b](#)].
2. Describe your anticipated scholarship agenda for the next four years, including the scholarly products you intend to produce and a calendar of your proposed activities. The proposed scholarly projects must meet the criteria for meritorious scholarship as approved in spring 2015 by the Ranked Faculty meeting. [See Attachment]:
3. A summary of the relationship of the workload reallocation activities and any scholarship activities involving a recent reduced teaching load (i.e., scholarship chair, internal grant course buyout, external course buyout, or sabbatical) in which the faculty member might have been involved.
4. Updated curriculum vitae.

Proposals should be submitted to Provost@messiah.edu by October 15. Provost's Cabinet will review the proposals and select recipients by November 15. Any appeals to this Committee's decisions are made to the Scholarship and Development Committee whose decision will be final.



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Scholarly Products and Evaluative Criteria

The following is a summary of the expectations for meritorious scholarship as recently approved by the Ranked Faculty Meeting in the spring of 2015. The full document can be viewed on Canvas.

1. Scholarly Product:
 - a. Scholarly Product Level 1 (lesser significance)
 - Present scholarly work in a low-competition or moderately competitive professional venue or organization related to the discipline
 - Deliver invited address or speech at a low-competition or moderately competitive professional venue
 - Perform or display a scholarly/creative work in a low-competition or moderately competitive audience
 - Publish a discipline-specific work in a low-competition or moderately competitive venue or with publishers utilizing a high acceptance rate for publication
 - Receive a low-competition or moderately competitive, non-Messiah University grant, award, recognition, or honor related to discipline-specific scholarship or practice
 - Serve as a consultant in a discipline-related context where selection indicates a respected reputation in your field (must be accompanied by a written report that could be disseminated to the scholarly community and evaluated for quality)
 - b. Scholarly Product Level 2 (greater significance)
 - Present scholarly work in a highly competitive professional venue or organization related to the discipline
 - Publish discipline-specific work in a highly competitive venue or with publishers utilizing a competitive acceptance rate for publication
 - Perform or display a scholarly/creative work in a highly competitive audience or venue
 - Deliver an invited keynote address at a high-level venue in one's discipline
 - Receive a highly competitive, non-Messiah University grant, award, recognition, or honor related to discipline-specific scholarship or practice
2. To be deemed meritorious in the area of scholarship, a term-tenure-track faculty member must demonstrate one of the following over the five- or six-year period of his/her review:
 - a. Regular production of scholarly products in Level 1, i.e., an average of approximately one per year during the review period
 - b. Intermittent production of scholarly products in Level 2, i.e., two or three during the review period
 - c. A combination of scholarly products that would be equivalent to one of the above (a. or b.)
3. From a productivity standpoint, some singular scholarly products (e.g., a full-length documentary film or a multi-chapter book) may be equivalent to multiple scholarly products. The Term Tenure and Promotion Committee shall use its judgment in these circumstances, judgment that may be aided by a cogent faculty self-assessment.