

CLA Publication Subvention Program Official Policy

With support from the Office of the Executive Vice President for Research and Partnerships (OEVPRP), the College of Liberal Arts piloted a publication subvention program. The goal of the program is to support faculty in meeting subsidy requirements of reputable presses in the publication of high-quality books. In this arrangement, the department/school provides funds to cover 1/3 the cost, and - upon endorsement by the CLA Administration - OEVPRP provides funds to cover the remaining 2/3 of the subvention.

OEVPRP and CLA plan to continue this effort, and to ensure that all CLA faculty are aware of the program. The program will be reviewed every 3 years. Please direct questions about this program to the CLA Associate Dean for Research at the following email address: cla-adr@purdue.edu.

Procedure:

- Faculty submits a written formal subvention request to the Head of their department for approval.
 - The formal subvention request must include the following documents: (a) the publisher's letter of acceptance, and (b) the publisher's letter indicating the dollar amount of the subvention.
- Using criteria including the quality of the scholarship as reflected in the reputation of the publisher (and whether the subvention is mandatory or not), department heads will decide to support the request at the departmental level by awarding 1/3 of the subvention cost.
- Subvention requests approved by department heads will then be submitted to the CLA Associate Dean of Research. Along with the publisher's letter of acceptance and the formal subvention request, department heads shall also submit a letter indicating their support/commitment to providing funds for 1/3 of the subvention. The template for this letter is provided by the CLA Office of Research, via email, to the faculty requesting subvention, to be completed jointly by the faculty and their department head.
- Upon endorsing the unit request, the CLA Associate Dean of Research will request 2/3 of the subvention cost to be covered by OEVPRP. When a request is granted by OEVPRP, the requesting professor and the department head will both receive confirmation from the CLA Associate Dean of Research, after the CLA ADR receives confirmation from the OEVPRP Director of Financial Affairs.

(Updated 06/22/2023)

COLLEGE OF LIBERAL ARTS

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