

SPRING 2009
CSUN Probationary Faculty Support Program
Request for Proposals (RFP)
Deadline: Monday, October 27, 2008 at 4 p.m., Sierra Hall 437

Academic Affairs requests applications for the CSUN Probationary Faculty Support Program. This program provides funding for **3 units of reassigned time for Spring 2009 only**. The program is designed to assist CSUN probationary faculty in meeting the qualifications for retention, tenure or promotion. Tenure-track faculty members who have not previously received awards under this program are particularly encouraged to apply. A total of 17 awards (3 units of reassigned time) are available. Any questions may be directed to Prof. Kiren Dosanjh Zucker, Director, Faculty Development.

The proposed project must meet one of the following objectives:

- To complete research the applicant has already initiated;
- To initiate research and publication projects, including pedagogical research;
- To conduct research needed to prepare a CSUN course which the applicant has not previously taught but is scheduled to teach at CSUN in Spring 2009 or will be scheduled to teach at CSUN in 2009-2010, that also has the potential to lead to published or otherwise disseminated scholarship; or
- To aid the applicant in completion of a terminal degree.

A complete application includes all of the following:

- A completed **application cover sheet** with all requisite signatures (see attached);
- A **project narrative** not exceeding five, double-spaced pages, 12 point type;
- The applicant's **curriculum vita** (CV) not exceeding two pages; and
- The **original plus four copies** of the application cover sheet, project narrative, and curriculum vita.

Please note that incomplete applications will not be accepted. If time allows, the applicant may complete the application and resubmit it on or by the deadline.

Project Narrative Guidelines:

The narrative **shall not exceed five, double-spaced pages**, 12 point type, and should include the following:

- a) Title and Introduction: Identify and describe the problem, topic, or issue on which the project is based, and the need for the project. The title should connote the essence of the proposal.
- b) Purpose of the Project: Identify the expected outcome(s) of the project.
- c) Methodology – Describe the research design, or creative approach/activity to be used.
- d) Timeline – List major activities and approximate number of weeks needed for each activity.
- e) Significance – Identify and describe how the project will contribute to the applicant's success, the applicant's field of study, and/or the field of pedagogy.
- f) Impact on Instruction – Describe potential benefits to teaching and learning of CSUN students offered by the project.
- g) Dissemination – Describe plans for publishing, exhibiting or otherwise disseminating the results of the project. If the project's objective is to conduct research needed to prepare a course as described above, then the applicant should explain how the project might lead to disseminated scholarship.
- h) Bibliographic references – List only those references cited in the proposal.

Curriculum Vita (CV) Guidelines:

The applicant's submitted curriculum vita (CV) **shall not exceed two pages**. In preparing this submitted CV, the applicant should provide evidence of his or her ability to complete the proposed project. Previous recipients should note scholarly accomplishment(s) directly resulting from their supported project(s) (e.g. "X article", *Y Journal* Fall 2007 [research made possible by Spring 2007 Probationary Faculty Support Award])"

Format Requirements:

- **Application Cover Sheet:** The application cover sheet must be completed, with all requisite signatures obtained prior to submission. (Please note that your department chair and college dean might not be available to review your proposal and sign your application cover sheet on the day of or days prior to the deadline, so please plan accordingly).
- **Project Narrative:** The project narrative **shall not exceed five double-spaced pages**, 12-point type.
- **Curriculum Vita (CV):** The applicant's submitted CV **shall not exceed two pages**.
- **The original and 4 (four) copies** of the completed application are submitted and received on or by the deadline: **Monday, October 27, 2008 at 4 p.m., Sierra Hall 437**.
- In the interest of paper conservation, double-sided copies are accepted, (one side = one page).

Please note that applications failing to meet these format requirements will not be accepted. If time allows, the applicant may remedy the format deficiencies and resubmit the application on or by the deadline.

Application Evaluation:

Applications will be evaluated by a faculty committee using a numerical system to rate each application in three categories: presentation, the project's significance and broader implications, and the project's prospects for success.

Applications will be evaluated based on the following:

- a) Significance and Broader Implications - Factors considered in assigning a numerical rating in this category:
 - Will the project make a significant contribution to the faculty members' success?
 - Will the project make a significant contribution to the applicant's field of study and/or the field of pedagogy?
 - Will the project make a significant contribution to CSUN students' learning?
- b) Prospects for Success- Factors considered in assigning a numerical rating in this category:
 - Are sufficient resources available to the applicant to effectively conduct the project?
 - Is the methodology appropriate to achieve the expected outcome(s)?
 - Is the timeline realistic?
 - Does the project contain adequate dissemination plans?
 - Does the applicant's submitted curriculum vita (CV) provide evidence of the applicant's ability to conduct the project?
 - If the applicant has received previous support from the Probationary Faculty Support Program, did he or she utilize the award effectively? Did he or she complete the requisite report(s)?
- c) Presentation- Factors considered in assigning a numerical rating in this category:
 - Is the problem, topic, or issue on which the project is based, and the need for the project, clearly presented?
 - Are the project's outcomes clearly identified?
 - Are the format requirements met?
 - Is the application cover sheet complete, including requisite signatures?

Please send or hand-deliver original and four copies of complete application, for receipt on or by the application deadline (Monday, October 27, 2008 at 4 p.m., Sierra Hall 437), to:

Probationary Faculty Support Program,
c/o Prof. Kiren Dosanjh Zucker, Director, Faculty Development,
CIELO Office Suite, Sierra Hall 437 (mail code 8370)

**SPRING 2009
PROBATIONARY FACULTY SUPPORT PROGRAM
APPLICATION COVER SHEET**

Name of Applicant _____ Rank _____

Department _____ College _____

Current year on CSUN tenure track (e.g. 1st year, 2nd year, 3rd year, etc.) _____

Applicant Status: Please check all that apply:

- I have not previously received an award from this program.
- I have submitted this same proposal to other on-campus competitions.
If so, please indicate competitions _____.
- I have received an award from this program in the past. Indicate year(s)_____
- I have submitted a final report(s) for all previous awards I have received from this program.

Objective (check one):

- To complete publication of research already initiated.
- To initiate research and publication projects, including pedagogical research.
- To conduct research needed to prepare a CSUN course which the applicant has not previously taught but is scheduled to teach at CSUN in Spring 2009 or will be scheduled to teach at CSUN in 2009-2010, that also has the potential to lead to published or otherwise disseminated scholarship.
- To pursue completion of a terminal degree.

Applicant: Please follow all requirements given in the attached Request for Proposals (RFP) to ensure that your application is complete and properly submitted. Thank you.

**APPLICATION DEADLINE: Monday, October 27, 2008 at 4 p.m.
Faculty Development, CIELO, Sierra Hall 437 (mail code 8370)**

Signature: _____
Signature of Applicant Date

As shown by my signature above, I the applicant understand that if my application is successful, then I am required to provide a detailed written report on work accomplished in my project due no later than June 30, 2009.

Approvals: _____
Signature of Applicant's Department Chair Date

Signature of Applicant's College Dean Date