CSUN Probationary Faculty Support Program
2016-17
Proposal Due Date: Tuesday, March 1, 2016, 4:00 p.m.
Information and Application

Information

1. What is the Probationary Faculty Support Program?
The Probationary Faculty Support Program is supported by the Division of Academic Affairs and administered by the Office of Faculty Development. It provides funding for 3 units of reassigned time for either Fall 2016 or Spring 2017 to assist probationary, tenure-track faculty in meeting the qualifications for retention, tenure, or promotion. While tenure-track faculty members in their third through fifth years and those who have not previously received awards under this program will be given priority, all probationary, tenure-track faculty can apply. A total of 17 awards are available. If you have any questions, you may contact Kristy Michaud at kristy.michaud@csun.edu or extension 5934.

2. What types of projects are supported?
The proposed project must meet one of the following objectives:

   - To complete research the applicant has already initiated; or
   - To initiate research and publication projects, including pedagogical research.

3. Who is eligible to apply?
Probationary, tenure-track faculty are eligible to apply. While tenure-track faculty members in their third through fifth years and those who have not previously received awards under this program will be given priority, all probationary, tenure-track faculty can apply.

4. What is the review process?
The Probationary Faculty Support Program Selection Committee, consisting of CSUN faculty from each of the eight colleges and the Oviatt Library, recommends projects for funding to the Directors of Faculty Development.
5. What are the evaluation criteria?
   a. Significance and broader implications:
      i. Will the project make a significant contribution to the faculty member’s
         success?
      ii. Will the project make a significant contribution to the applicant’s field of study
         and/or the field of pedagogy?
      iii. Will the project benefit CSUN students’ learning?
   b. Prospects for success:
      i. Are sufficient resources available to the applicant to effectively conduct the
         project?
      ii. Is the methodology appropriate to achieve the expected outcome(s)?
      iii. Is the timeline realistic?
      iv. Does the project contain adequate dissemination plans?
      v. Does the applicant’s submitted CV provide evidence of the applicant’s ability to
         conduct the project?
      vi. If the applicant has received previous support from the Probationary Faculty
         Support Program, did s/he utilize the award effectively? Did s/he complete the
         requisite report(s)?
   c. Presentation:
      i. Is the problem, topic, or issue on which the project is based, and the need for
         the project, clearly presented?
      ii. Are the project’s outcomes clearly identified?
      iii. Are the format requirements met?
      iv. Is the application cover sheet complete, including requisite signatures?

9. What is required of me if I receive a Probationary Faculty Support Program award?

Recipients of the Probationary Faculty Support Program award are required to submit the
following by January 13, 2017 for Fall 2016 awards or by June 19, 2017 for Spring 2017
awards.

   a. A final written report, to include:
      i. Project title
      ii. Project objective(s)
      iii. Project description
      iv. Project results

   b. A one-page poster describing the results of the project, to be submitted as a .pdf file.
      This will be shared in a virtual poster session on the Faculty Development website.
10. What is the timeline?

March 1, 2016  One original hard copy of application materials due to Faculty Development by 4 p.m. (University Hall 215/Mail Code: 8203)

Early-April 2016  Awards announced

Fall 2016 OR

Spring 2017  Reassigned time used to carry out proposed project

January 13, 2017  Final written report and poster due to Faculty Development (facdev@csun.edu) for Fall 2016 awards

June 19, 2017  Final written report and poster due to Faculty Development (facdev@csun.edu) for Spring 2017 awards
Application Requirements Checklist

A complete application meeting all the requirements listed below is required for consideration by the Probationary Faculty Support Program Selection Committee. Late applications will not be considered for funding.

1. **Cover Page**
   The application cover sheet must be completed, with all requisite signatures, prior to submission. The signatures of both your Department Chair and College Dean are required on the cover page. Please note that your Department Chair and College Dean might not be available to review and sign your proposal on the day of the deadline, so please plan accordingly.

2. **Proposal Narrative Format**
   Make sure your narrative:
   - is double-spaced
   - is written in 12-point Times New Roman font
   - is no more than five pages in length
   - responds to each section of the Narrative Requirements (below) by number, letter and subtitle

   **NOTE:** the Selection Committee will not read beyond five pages in reviewing your proposal narrative.

3. **Proposal Narrative Requirements**
   All proposals must respond to each of the following sections:
   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.
   h. **Bibliographic references –** List only those references cited in the proposal. **NOTE:** Reference list does not count toward 5-page limit.

4. **Curriculum Vitae (CV)**
   A CV not exceeding two pages is required. In preparing this submitted CV, the applicant should provide evidence of his/her ability to complete the proposed project. Include terminal degree, current rank and position within the University, a summary of your professional experience, and any background information and/or scholarly work relevant to your proposed project. **NOTE:** previous recipients should note scholarly accomplishment(s) directly resulting from their supported project(s).

5. **Application Deadline**
   One original hard copy of the complete application must be received by Faculty Development (University Hall 215/Mail Code: 8203) no later than 4:00pm on Tuesday, March 1, 2016. Late applications will not be considered for funding. Applications that fail to meet these guidelines will not be accepted.
Cover Page
Faculty Development

CSUN Probationary Faculty Support Program
2016-17

Name: ____________________________________________ Rank/Title: _________________________

Department: ____________________________________________ College: _________________________

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

Applicant Status: Please check all that apply:

☐ I have submitted this same proposal to other on-campus competition(s).
   If so, please indicate competition(s). ________________________________________________________________________

☐ I have not previously received an award from this program.

☐ I have received an award from this program in the past. Indicate year(s): __________
   If so:
   ☐ I have submitted a final report(s) for all awards I have previously received from this program (if applicable).

Objective (check one):

☐ To complete publication of research already initiated.

☐ To initiate research and publication projects, including pedagogical research.

Award Preference (check one):

☐ If I receive an award, I would prefer to use the reassigned time in Fall 2016.

☐ If I receive an award, I would prefer to use the reassigned time in Spring 2017.

APPLICATION DEADLINE: Tuesday, March 1, 4pm
Faculty Development, University Hall 215 (MC 8203)

I understand that if my application is successful, I am required to provide a detailed written report and a .pdf poster on work accomplished in my project by the deadline specified in the attached RFP.

Signature: ____________________________ Date ____________________________

Signature of Applicant

Approvals:

Signature of Applicant’s Department Chair Date ____________________________

Signature of Applicant’s College Dean Date ____________________________