California State University, Northridge   <u>Request for Proposals (RFP)</u>

Faculty Development, Center for Innovative and Engaged Learning Opportunities
University Hall 215 (Mail Code: 8203)
Phone: (818) 677-5934

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Faculty Success Grant
2018-19
Application Due Date: Monday October 15, 2018 @ 4:00 p.m.
Information and Application

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Information

1. <u>Why should I apply for a Faculty Success Grant?</u>

   Faculty who would like to engage in a professional development/ travel activity this academic year and make a compelling case that this grant would directly benefit ALL three areas of faculty engagement (teaching, scholarship, AND service) are encouraged to submit a proposal.

   Those who receive Faculty Success Grants will:

   Receive funding that can be applied to conference registration fees and/or professional development activities. Amount funded per individual varies based on need; however, most awards range between $100-$500.

2. <u>Who is eligible to apply?</u>

   All faculty, tenure-track and lecturers, are eligible for this award. Applicants who are applying for conference registration fees do not have to give a presentation at the conference in order to be eligible. Individuals may receive Faculty Success Grant funding more than once, but priority will be given to those who have not yet received Faculty Success Grant funding.

3. <u>How can a professional development benefit ALL three areas directly?</u>

   Faculty are encouraged to be creative in thinking about how conference attendance and/or a professional development opportunity can benefit the three areas of emphasis at CSUN (teaching, scholarship, service).

   Specific examples could include:

   (a) A faculty member writes a proposal to attend a **teaching** conference to learn about and implement new learning-centered, evidence strategies. Next, to also meet their department **scholarship** expectations, that faculty member might develop a plan to collect data upon implementation to measure the impact of that teaching approach and submit a proposal to present at a conference or publish in a peer reviewed venue. Finally, the faculty member decides to **serve** on an assessment committee and uses the results to help strategically shape the

department assessment plan. Alternatively, they may offer a workshop (through the Office of Faculty Development, their College, or Department) teaching other faculty about the innovative strategy and impact results.

(b) A faculty member writes a proposal to attend or present at a discipline specific scholarly conference that aligns with department expectations for **scholarly activity** or maintaining currency in the field. The faculty member engages students in research related to this conference and returns to campus with an augmented mentoring approach to **teaching** students about their scholarly field. Finally, the faculty member **serves** on a department committee and makes strides to launch a new undergraduate research program for the department.

(c) A faculty member might write a proposal to receive funds to join a professional organization that is specifically focused on developing faculty in higher education related to all three areas of teaching, scholarship, and service (e.g., National Center for Faculty Development and Diversity).

4. What are the evaluation criteria?

Directors in the Office of Faculty Development will evaluate applications based on the following criteria:

1. Strong Rationale: does the proposal make a strong case that this professional development activity is needed for their success at CSUN?

2. Comprehensiveness: does the proposal make a strong case that ALL three areas (i.e., teaching, scholarship, service) will be significantly enhanced as a result of this opportunity?

3. Detailed: is the proposal specific and detailed-oriented about the plans to engage with the teaching, scholarship, and service activities?

4. Realistic: do the activities proposed appear to be reasonable and demonstrate promise that it can and will be accomplished within the stated timeline?

5. Consultation: if the proposal includes specific collaborations (e.g., serving on a committee, offering a workshop, launching something new on campus), is there evidence that consultation about the proposed idea has transpired and execution of the idea is viable?

5. What is required of me if I receive funding?

Grant winners will…

● Attend an informational/ celebratory coffee in late November/ early December (date/time/location details will be announced later based on winner schedules)

● Engage in the proposed professional development activity in the application

● Submit a brief, one-page report to Faculty Development describing the impact of the conference on their professional development no later than December 1, 2019.

6. What are the application requirements?

A complete application includes one original of the following:

● A **completed application** (see attached) with all required signatures

- The applicant's **curriculum vita** (CV), not to exceed two pages

7. <u>What is the timeline?</u>

   o **Oct 15, 2018:**   One original hard copy of application materials due to Faculty Development by 4 p.m. (University Hall 215/Mail Code: 8203)

   o **Nov 13, 2018:**   Awards announced

   o **Fall 2018-Spring 2019**:   Attend/engage in proposed professional development opportunity

   o **Fall 2019**:   Completion of all proposed activities

   o **December 1, 2019**: Final written report due to Faculty Development (facdev@csun.edu)

8. <u>Who can I contact if I have questions?</u>

   If you have any questions, you may contact Ashley Samson at ashley.samson@csun.edu or extension 5934.

FACULTY DEVELOPMENT COMPETITION FOR ATTENDING FACULTY SUCCESS
2018-2019 AY

APPLICATION FORM
DEADLINE: October 15, 2018 by 4:00 pm
Please submit a typed application to Faculty Development (UN 215, MC 8203)

NAME: RANK/TITLE:

DEPARTMENT: COLLEGE:

MAILCODE: PHONE:

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How much total funding are you requesting?_____

Will you be presenting at this professional development? (not required)   yes   no

Have you engaged with this organization previously? (not required)   yes   no

Is this an activity you would normally attend in your field?   yes   no

Are you seeking or do you have other sources of funding for this proposal?   yes   no
      If yes, please indicate other sources of funding in the proposal?

Have you previously won a Faculty Development Grant?   yes   no
      If yes, please indicate them here:

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NOTE: if your proposal is chosen for funding and entails travel, an approved travel request form is required in order to receive the funds

PLEASE ATTACH TO YOUR APPLICATION:
1. The professional development program highlighting the sessions, panels, and/or workshops you plan to attend.
2. If you are presenting, include documentation of your presentation.
3. If you are registered, include documentation of your registration.
4. A two-page CV

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I understand that if my application is funded, I am required to provide a one-page report to Faculty Development describing the impact of my professional development.

_____   _____

Signature of Applicant   Date

Approvals:

_____   _____

Signature of Applicant's Department Chair   Date

_____   _____

Signature of Applicant's College Dean   Date

Please answer the following questions in the space provided.

1. Briefly describe your selected professional development and what goals you hope to achieve?

2. How would engaging in this professional development benefit all three areas of faculty engagement (teaching, scholarship, and service) for you in particular? Tip: providing specific examples strengths the argument.

3. How would achieving these goals aid your success at CSUN? For instance, describe how a specific session, workshop, and/or activities of this professional development would help you achieve the learning goals you identified above?

4. Provide a timeline of activities to effectively meet your proposed goals (include specific dates & anticipated outcomes).

5. If your proposed idea entails collaborating with others, explain what processes you have completed (and will complete) to consult with relevant constituents. For instance, if you wish to host a department workshop, have you consulted with your department yet?

6. What is the total anticipated budget for this professional development and why are Faculty Development funds necessary for this professional development? If you anticipate that other entities/offices (e.g., department, college, other grants) are providing support, please indicate so.