

California State University, Northridge

Faculty Development
University Hall 215 (Mail Code: 8203)
Phone: (818) 677-5934

Request for Proposals (RFP)

**CSUN Probationary Faculty Support Program
2019-20**

Proposal Due Date: Friday, March 1, 2019, 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 2019 or Spring 2020** to assist probationary, tenure-track faculty in their first through fifth years in meeting the qualifications for retention, tenure, or promotion. Tenure-track faculty members in their third through fifth years and those who have not previously received awards under this program are particularly encouraged to apply. A total of 13 awards are available. If you have any questions, you may contact Ashley Samson at ashley.samson@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.
- Use of reassign time to develop pilot data and a proposal for a larger extramural grant is also eligible for support through this program.

3. Who is eligible to apply?

Probationary, tenure-track faculty in their first through fifth years are eligible to apply. Individuals in their first and second years and those who have received awards under this program may receive awards, but priority will be given to those in their third through fifth years and those who have not yet received a Probationary Faculty Support Program award.

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. Does the proposal provide evidence that the project will make a significant contribution to the faculty member's success (i.e. does the faculty clearly demonstrate how this project will contribute to their RTP)?
 - ii. Does the proposal provide evidence that the project will contribute to the applicant's field of study and/or the field of pedagogy?
 - iii. Does the proposal provide evidence on how this project can benefit CSUN students' learning (directly or indirectly)?
- 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 clearly presented (e.g., strong rationale, significance of the problem)? *Hint: strong proposals are easily understood by your colleagues outside your department/college/discipline.*
 - 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 choose and fulfill **one** the following dissemination options by January 19, 2020 for Fall 2019 awards or by June 19, 2020 for Spring 2020 awards.

1. A final written report (not to exceed 3 pages), to include:
 - i. Project title
 - ii. Project objective(s)
 - iii. Project description
 - iv. Project results
2. A one-page poster (pdf) that describes the results of your project, similar to what you would present at your own disciplinary conferences. This will be

uploaded onto the Faculty Development website and shared via a virtual poster session.

3. A copy of your submitted conference abstract or manuscript related to the project. (conference abstracts can be for a poster session or an oral presentation)

4. Work with Faculty Development to lead a workshop/program as a result of your success of receiving this grant. This must be done the subsequent semester after receiving the grant. In addition to disseminating your findings you could discuss topics and tips such as: project management; effective strategies to mentoring undergraduate research assistants; writing productivity; navigating IRB; etc. Contact Ashley Samson at ashley.samson@csun.edu for this option.

10. What about support programming?

Faculty development has several offerings aimed toward faculty grant winners on topics relevant to your work, including writing productivity, grant-writing workshops (for both CSUN and external grants), faculty writing communities, and one-on-one consulting on projects. While not “required” to attend, grant winners are encouraged to take advantage of the resources we have and will be given “first option” when we are signing up participants.

11. What is the timeline?

March 1, 2019

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

Early-April 2019

- Awards announced

Fall 2019 OR Spring 2020

- Reassigned time used to carry out proposed project

January 19, 2020

- Final written report and poster due to Faculty Development (facdev@csun.edu) for Fall 2019 awards

June 19, 2020

- Final written report and poster due to Faculty Development (facdev@csun.edu) for Spring 2020 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: Describe the requirements for RTP in the applicant's department (i.e. number of scholarly or creative works, expectations of patterns of scholarly/creative productivity, etc) Then 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 Friday, March 1, 2019. 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 2019-20

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 2019.
- If I receive an award, I would prefer to use the reassigned time in Spring 2020.

Dissemination Options (please choose the option that you plan to fulfill in order to meet the requirements of the grant):

- Final written report
- One-page Poster
- Conference abstract or manuscript submission
- Faculty Development Workshop

APPLICATION DEADLINE: Friday, March 1, 2019 @ 4pm

Faculty Development, University Hall 215 (MC 8203)

I understand that if my application is successful, I am required to choose and fulfill one of the three dissemination options for my project by the deadline specified in the attached RFP.

Signature:

Signature of Applicant Date

Approvals:

Signature of Applicant's Department Chair Date

Signature of Applicant's College Dean Date