

California State University, Northridge**Request for Proposals (RFP)**

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

**CSUN Pathways to Tenure Grant
2023-24**

Proposal Due Date: Tuesday, March 7, 2023, 4:00 p.m.
Information and Application

Information**1. What is the Pathways to Tenure Grant?**

The Pathways to Tenure Grant is supported by the Division of Academic Affairs and administered by the Office of Faculty Development. It is designed to assist tenure-track faculty in their first through fifth years in meeting the qualifications for retention, tenure, or promotion. Each awardee will select one of two options:

- Funding for **3 units of reassigned time for either Fall 2023 or Spring 2024**; or
- Tuition for the [Faculty Success Program](#) of [the National Center for Faculty Development and Diversity \(NCFDD\)](#)

A total of 15-17 awards are available. If you have any questions, you may contact Amanda Baugh at Amanda.Baugh@csun.edu

2. How should I choose between the two options for funding?

- Funding for Reassigned Time: This option supports faculty members who have a clearly defined research plan and clear understanding of how to implement it. It helps tenure-track faculty meet the qualifications for retention, tenure, or promotion by providing dedicated time to carry out their proposed project.
- Tuition for the Faculty Success Program: This option supports faculty members who have a project at the stage where they can write every day, and are interested in changing their approach to time management. The Faculty Success Program (FSP) is a 12-week online program designed to help faculty develop “the skills necessary to increase research and writing productivity while maintaining a healthy work-life balance.” FSP participants attend weekly small-group meetings with a certified coach and complete learning modules and homework. They can expect to dedicate 4-5 hours per week in order to meet the program requirements. You can learn more about the program [here](#).

3. Who is eligible to apply?

Tenure-track faculty in their first through fifth years are eligible to for this award. Those in their third through fifth years and those who have not previously received awards under this program are particularly encouraged 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 Pathways to Tenure Grant (or its predecessor, a Probationary Faculty Support Program Grant).

4. What is the review process?

Proposals will be evaluated by the Pathways to Tenure Grant Selection Committee, consisting of CSUN faculty from each college and former Faculty Success Program awardees. The committee recommends projects for funding to the Director of Faculty Development.

5. What types of projects are supported?

The proposed project must meet one of the following objectives:

- To develop/complete research the applicant has already initiated; or
- To initiate research and publication projects, including pedagogical research.
- Use of reassigned time to develop pilot data and a proposal for a larger extramural grant is also eligible for support through this program.
- NOTE: Because the FSP training helps faculty members cultivate a daily writing practice, proposed projects for applicants requesting FSP tuition must involve developing research the applicant has already initiated.

6. 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 member 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 this program (or its predecessor, 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?

7. What is required of me if I receive a Pathways to Tenure grant?

Recipients who receive reassigned time are required to complete a final report by June 17, 2024. Recipients who receive tuition for FSP are required to complete an evaluation within one month of the end of the training.

8. 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.

9. What is the timeline?

March 7, 2023

- Application materials must be submitted by email to facdev@csun.edu by 4:00 PM.
- Please send one email that contains two PDF documents:
 - One file containing a completed cover sheet with required signatures
 - One file containing your proposal narrative. This file should contain your Project Title but not your name or any other identifying information

Early-April 2023

- Awards announced

Fall 2023 OR Spring 2024

- Reassigned time used to carry out proposed project, or
- Faculty member participates in FSP training in the Fall, Spring, or Summer session. Evaluations are due within one month of the end of the training.

June 17, 2024

- Final report due final report due for awardees who chose reassigned time

Application Requirements Checklist

A complete application meeting all the requirements listed below is required for consideration by the Pathways to Tenure Grant 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.

**To obtain these signatures remotely, chairs and deans can use Adobe Acrobat's "fill and sign" function. If technology hurdles present a challenge for obtaining the signatures, please email Amanda Baugh (amanda.baugh@csun.edu) to work out an alternate arrangement.

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 applicants must respond to each of the following sections. Applicants who wish to receive release time will describe the work they plan to complete during the award period (e.g. the Fall 2023 or Spring 2024 semester). Applicants who wish to receive FSP tuition may describe their current research project within the scope of their larger research trajectory. In other words, FSP participants are expected to advance their research projects during the award period but they are not required to complete them.

- 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:
 - a. If applying for release time, list major activities and approximate number of weeks needed for each activity.
 - b. If applying for FSP tuition, describe the current status of the project and confirm that you are prepared to commit to 4-5 hours per week in order to meet the program requirements.
- 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 explain why you selected the award option you did (release time or FSP tuition) and how this award will help you meet the qualifications for retention, tenure, or promotion.

- 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. Summary of relevant experience

A list of relevant research/creative activity experience not exceeding two pages is required. In preparing this list, 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. Previous recipients should note scholarly accomplishment(s) directly resulting from their supported project(s).

NOTE: This list provides the information that would normally appear on a CV, but without the applicant's name or other identifying information (in order to ensure an anonymous review).

5. Application Deadline

Application materials must be submitted by email to facdev@csun.edu by Tuesday, March 7, 2023 at 4:00 PM. Please send one email that contains two PDF documents:

- One document containing a completed cover sheet with required signatures
- One document containing your proposal narrative and supporting material. This file should contain your Project Title but not your name or any other identifying information

Late applications will not be considered for funding. Applications that do not meet these formatting guidelines will not be accepted.

Cover Page

Faculty Development

CSUN Pathways to Tenure Grant Program 2023-24

Name:

Rank/Title:

Department:

College:

Mail Code:

Project Title:

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 (including the Probationary Faculty Support Program). 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 2023.

If I receive an award, I would prefer to use the reassigned time in Spring 2024.

If I receive an award, I would prefer to receive tuition for the [Faculty Success Program](#) of [the National Center for Faculty Development and Diversity \(NCFDD\)](#)

Final report:

Recipients of reassigned time are required to submit a final report by June 17, 2024. Recipients of FSP tuition are required to complete an evaluation within one month of completing the training.

APPLICATION DEADLINE: Tuesday, March 7, 2023 @ 4:00pm

Please send your application to facdev@csun.edu.

Your email should contain two PDF documents.

- One document containing a completed cover sheet with required signatures
- One document containing your proposal narrative and supporting material. This file should contain your Project Title but not your name or any other identifying information

I understand that if my application is successful, I am required to complete a final report.

Signature:

Signature of Applicant

Date

Approvals:

Applicant's Department Chair Name (please print)

Signature of Applicant's Department Chair

Date

Applicant's College Dean Name (please print)

Signature of Applicant's College Dean

Date