

## **Research Fellow Program Process, Procedures, and Proposal Form**

In 2007, Provost Harry Hellenbrand established the CSUN Research Fellows Program which is funded collaboratively by the Office of the Provost, the Colleges and the Library. Tenured and probationary faculty are invited to submit proposals to become a Research Fellow. Nine research fellowships will be awarded each academic year (one per College and one in the Library).

The CSUN Research Fellows Program provides 12 units of reassigned time and a small research support budget for those who are selected.

The College of Humanities selects a research fellow from among the tenured and tenure-track faculty. What follows is a description of the process and procedures by which the College of Humanities will select its Research Fellow each year. Proposals will be reviewed by a committee comprised of four elected members of the college faculty and the Associate Dean or a designee appointed by the Dean. The committee will make a recommendation to the Dean who will then announce the final decision and award the research fellowship no later than one month after the application deadline.

### **Application Process and Regulations**

- 1) Faculty who are interested in becoming a Research Fellow must submit proposals, no longer than five pages (double-spaced) or 1250 words, including any additional budget request up to \$5,000, to [humanities.grants@csun.edu](mailto:humanities.grants@csun.edu) by 5pm on the day of the application deadline. A short CV (no longer than 4 pages) must also be attached. The application form deadline will be available on the College website.
- 2) The proposal should be driven by the faculty member's particular research or creative activity needs. These could include conducting laboratory or field research, finishing an article, a book, or initiating or completing research.
- 3) Research Fellows are obligated to report back to the Dean, with a copy to the Provost, the results of their research or creative activity. Additionally, each academic year a colloquium will be held in the Library for Research Fellows to share their research or creative activity. The Provost may also select one or more fellows for the Provost's Colloquium. The reporting of the results of the fellowship must occur in the semester following the fellowship.
- 4) No faculty member may be selected as a research fellow if they have already been awarded a sabbatical in that same academic year.
- 5) No faculty member may be selected as a research fellow if they have already been awarded a campus research opportunity for that same semester as the research fellowship. Awardees of federal, state and local grants may apply for a research fellowship.
- 6) If a faculty member is awarded a research fellowship, he or she will be eligible for a subsequent research fellowship only after serving full time for three years after the last research fellowship.

7) Research Fellows must continue their service responsibilities such as personnel committees during the fellowship. A research fellowship only reassigns faculty away from their teaching responsibilities unless there is prior agreement and authorization from the Dean. Such circumstances that might allow for such agreement would be travel and residency out of state.

### **Election of the Review Committee**

The faculty committee charged with making recommendations for the Research Fellow to the Dean will be formed under the following guidelines:

- 1) Tenured/tenure-track faculty are nominated from each department at the beginning of the Fall semester. The nominees hold different academic ranks (assistant, associate, full).
- 2) A ballot containing the names of all nominees from all Departments is distributed electronically to all tenured and tenure track faculty members, each of whom will vote for up to four candidates, one from each rank and a "wild card" vote for someone from any rank. Once voting is concluded the results will be announced.
- 3) The Associate Dean (or a designee named by the Dean) will serve on the committee.
- 4) No department may have more than one member on the final committee.
- 5) The committee will submit its recommendation to the Dean no later than one month after the application deadline. The Dean will make the final determination and announce the recipient of the Research Fellowship.

### **Criteria that the College Research Fellow Selection Committee will use in evaluating the proposals:**

The faculty committee charged with making recommendations for the Research Fellow to the Dean will be formed under the following guidelines:

- 1) All format requirements are met
- 2) The proposal is well-conceived and organized
- 3) The proposed activity explores creative or original concepts
- 4) The stated outcomes can be achieved in the proposed time frame
- 5) The proposal explains how the results can be disseminated widely to advance understanding
- 6) The project will contribute to the field of study or across other fields
- 7) The research or creative activity will have benefits to society