

**Office of Recruitment and Diversity
Faculty Fellowship Publication Program (FFPP)**

**Call for Proposals
Academic Year 2016-2017**

Deadline for Proposal Submission Friday October 28, 2016

PROGRAM PURPOSE & DESCRIPTION

The Faculty Fellowship Publication Program (FFPP) is sponsored by the Office of the Dean for Recruitment and Diversity in order to advance CUNY's institutional commitment to diversity. This University-wide initiative assists full-time untenured CUNY faculty (assistant professors) in the design and execution of writing projects essential to progress toward tenure. These projects may include research-based scholarly articles for juried journals, books for academic presses and creative writing projects. This program provides three credit hours of course release for the spring semester, a discipline-based writing group, and the guidance of a senior faculty member.

For the 2016-2017 academic year, FFPP Proposals are being accepted from eligible faculty in the following disciplines:

- Creative Writing/Film
- Education
- English
- Ethnic and Gender Studies
- Humanities
- Social Sciences

ELIGIBILITY

The faculty member may not be a past participant and must:

- Be an untenured assistant professor hired on a tenure-track line, on or between September 2010 and September 2015
- Be reappointed for academic year 2016-2017, and
- Have a doctorate or required terminal degree for teaching in their discipline (e.g., MFA for faculty in creative writing and/or film programs).

SUBMISSION DEADLINE & NOTIFICATION DATES

Submission deadline: on or before Friday October 28, 2016

Notification of decision: Friday November 18, 2016

REVIEW & EVALUATION CRITERIA

The following parameters are considered when reviewing and evaluating FFPP Proposals:

- The overall quality, organization and clarity of the proposal
- The relevance and impact of the proposal to the applicant's discipline
- Prior work that demonstrates scholarly accomplishment
- Significance of the proposal to diversity and inclusion in higher education

PROGRAM TIMELINES

If your FFPP Proposal is accepted, you are required to attend the Orientation, Publishers Roundtable, Publication Showcase and four Writing Groups, whose dates are as follows:

Orientation	Friday December 2, 9:30am-2pm <i>Central Office, 205 East 42nd Street, New York NY, Kibbee Room, 7th fl</i>
Publishers Roundtable	Friday March 10, 10am-1pm <i>Borough of Manhattan Community College, 199 Chambers Street, New York NY</i>
Publication Showcase	Friday April 28, 2pm-5pm <i>Central Office, 205 East 42nd Street, New York NY, Kibbee Room, 7th fl</i>
Writing Groups	Friday February 10, March 17, April 21, May 12, 10am-1pm <i>School of Professional Studies, 119 West 31st Street, New York NY</i>

POST-PROGRAM EVALUATION

You will be expected to complete a brief survey that describes your experience with the program.

HOW TO APPLY

Please email your FFPP Proposal to FFPP.ord@mail.cuny.edu as one PDF file or Word document containing all of the following:

1. **FFPP Proposal Cover Sheet** (on campus letterhead if possible) providing:
 - Applicant name, rank, campus, and department
 - Date of initial full-time appointment as assistant professor
 - Home address, telephone numbers, and e-mail address
2. **FFPP Proposal Components**
 - **Proposal Title**
 - **Abstract**, 100 words
 - **Diversity Statement**, 250 words, discussing your efforts toward fostering diversity in the academy through scholarship, creative projects, and/or work with students or faculty.
 - **Proposal Narrative**, 750 to 1000 words
 - A current **Curriculum Vitae**, and
 - **Two Letters**, one from your department chair and one from your provost, supporting reassignment of three of your contractual teaching hours in the spring 2017 term to allow for your participation in the program. FFPP provides funding to campuses for adjunct coverage for those reassigned teaching hours.

**You will receive an email confirming receipt of your FFPP Proposal.
If you do not receive this email, please call Maryann McKenzie at 646-664-3297.**



Office of Human Resources Management
Recruitment and Diversity
205 East 42nd Street, 10th Floor
New York, NY 10017
Tel: 646-664-3307
Fax: 646-664-2962

**Office of Recruitment and Diversity
Faculty Fellowship Publication Program (FFPP)**

FFPP Proposal Cover Sheet

Applicant Name:

Rank:

Campus:

Campus Address:

Campus Phone:

Campus Email Address:

Department:

Date of Initial Full-time Appointment:

Home Address:

Home Phone:

Home Email Address:

Proposal Title:

Check List of FFPP Proposal Requirements

- FFPP Proposal Cover Sheet** (printed on campus letterhead)
- Proposal Title**
- Abstract**, 100 words
- Diversity Statement**, 250 words
- Proposal Narrative**, 750-1000 words
- Current Curriculum Vitae**
- Two Letters of Support** – Provost & Department Chair

Please note that all the requirements listed above must be submitted as one PDF file or Word document. Please number all the pages, with this Cover Sheet as the first page, double-spaced, with one-inch margins. Your two supporting letters, one from the Provost and one from the Department Chair, should have as the subject line the college and your name as the applicant. A complete application, containing all the requirements, should be emailed to FFPP.ord@mail.cuny.edu.

Deadline for FFPP Proposal Submission – Friday October 28, 2016