



Office of Human Resources Management  
**Recruitment and Diversity**  
395 Hudson Street, 5<sup>th</sup> Floor  
New York, NY 10014  
Tel: 646-664-3307

# Faculty Fellowship Publication Program (FFPP)



## Call for Proposals Academic Year 2018-2019

***Application Deadline Friday October 26, 2018***

### **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 writing group, and the guidance of a senior faculty member.

For the 2018-2019 academic year, FFPP Proposals are being accepted from eligible faculty in the following disciplines:

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

### **FFPP ELIGIBILITY**

The faculty member may not be a past participant. Also, you are welcome to apply to other CUNY mentoring programs, but if accepted to multiple, you are eligible for only one program.

- Be an untenured assistant professor hired on a tenure-track line, on or between September 2012 and September 2017
- Be reappointed for academic year
- Have a doctorate or required terminal degree for teaching in their discipline (e.g., MFA for faculty in creative writing and/or film programs)
- Agree to attend all sessions.

## **FFPP SUBMISSION DEADLINE & NOTIFICATION DATES**

Submission deadline: on or before Friday October 26, 2018

Notification of decision: Friday November 16, 2018

## **FFPP PROPOSAL 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, equity and inclusion in higher education

## **FFPP TIMELINES**

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

<b>Orientation</b>	Friday December 7, 9:30am-2pm <i>Central Office, 205 East 42<sup>nd</sup> Street, New York NY, Kibbee Room, 7<sup>th</sup> floor</i>
<b>Publishers Roundtable &amp; Publication Showcase</b>	Friday April 12, 9:30am-4pm <i>location to be determined</i>
<b>Writing Groups</b>	Friday February 1 & 15, March 1 & 15 & 29, May 3, 10am-1pm <i>School of Professional Studies, 119 West 31<sup>st</sup> Street, New York NY</i>

## **FFPP POST-PROGRAM EVALUATION**

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

## **HOW TO APPLY**

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

1. **FFPP Proposal Cover Sheet** providing:
  - Applicant name, rank, campus, and department
  - Date of initial full-time appointment as assistant professor
  - Contact information
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 2019 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.**



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### FFPP Proposal Cover Sheet

***Application Deadline – Friday October 26, 2018***

**Applicant Name**

**Rank**

**Campus**

**Department**

**Campus Address**

**Campus Phone**

**Campus Email Address**

**Date of Initial Full-time Appointment**

**Title of FFPP Proposal**

**Other Pending Proposals?** yes no

#### **Check List of FFPP Proposal Requirements**

- FFPP Proposal Cover Sheet**
- 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. Your two supporting letters, one from the Provost and one from the Department Chair, should have in the subject line your name as the applicant. A complete application, containing all the requirements, should be emailed to [FFPP.ord@mail.cuny.edu](mailto:FFPP.ord@mail.cuny.edu).*