Office of Academic Affairs

Mid-Career Faculty Fellowship Program

Spring 2019 Application

Application Deadline: October 30, 2018

I. PROGRAM DESCRIPTION

The Mid-Career Faculty Fellowship Program aims to help retain and advance a diverse faculty at CUNY. The program supports CUNY’s commitment to academic excellence and “equal access and opportunity for students, faculty and staff from all ethnic and racial groups” and sexes (CUNY mission) and was established in response to feedback suggesting that CUNY’s mid-career faculty desire more support for promotion (e.g., 2015 COACHE faculty satisfaction survey, the 2018 pilot of this program and the workshop series, Moving from Associate to Full Professor). In Spring 2019, CUNY’s Office of Academic Affairs (OAA) is pleased to once again offer the CUNY Mid-Career Faculty Fellowship Program, led by Professor Juan Battle and University Associate Dean for Faculty Affairs, Annemarie Nicols-Grinenko.

Program Goals

• **Long-term**: Retain and advance a diverse faculty by providing support and resources to help tenured Assistant and Associate Professors achieve promotion

• **Short-term**: Spring 2019 fellows will submit at least one research-based scholarly article or creative writing project to a peer-reviewed journal by June 15, 2019.

Program Benefits

1. **Dedicated Writing Time**: Over the course of the Spring 2019 semester, the group will meet seven times. During each meeting, participants will have time to work on their manuscripts.

2. **Peer Feedback**: Participants in related disciplinary areas, to the extent possible, will provide peer reviews of their colleague’s manuscripts at least twice over the course of the semester.

3. **Professional Development**: Each group meeting will include discussion of topics that are important to promotion. Topics may include prioritizing your scholarship, reducing
service work, teaching efficiently and effectively, time management, peer review, and tips for achieving promotion.

4. **Mentoring from the Cohort and the Co-Directors:** Fellows will receive peer advice from other program participants. Further, the program co-directors will work individually with participants to help them meet the short-term and long-term goals of the program.

5. ** Individual Mentors:** For additional mentoring, each fellow will preselect a full professor within their institution who can provide a) feedback on drafts of the Fellow’s manuscript every two weeks as well as b) advice and guidance on promotion processes and criteria at the Fellow’s college. Fellows will be expected to meet with their mentors at least every two weeks throughout the semester. We encourage applicants to choose their mentors carefully to ensure that they are willing and able to meet with you regularly as well as provide the required advice and feedback. Mentors will receive $1200.

6. **Course Release:** Provided that their manuscripts are submitted for external review by June 15, 2019, fellows will receive three credits of course release which they may use in academic year 2019 – 2020.

7. **A community of colleagues across CUNY:** This Fellowship Program provides a unique opportunity to connect with and learn from colleagues across the university. Participants in similar programs (e.g., the Faculty Fellowship Publication Program and the Gender Equity Project) have placed a high value on exposure to the breadth and depth of expertise across the university and the sense of community that develops during programs like these.

**Faculty awarded fellowships will be required to attend seven writing group sessions on the dates listed below.** Fellows are also required to bring the materials they need to work on their manuscripts, including a laptop, to each session. All sessions will take place at CUNY Central (205 East 42nd Street) or the Graduate Center (365 Fifth Avenue) on Fridays from 12:00 – 5:00pm. Lunch will be provided.

- **2019 Writing Group Sessions:** February 1, March 1, March 15, March 29, April 12, May 3, May 10

**II. ELIGIBILITY**

All applicants must

1. be full-time tenured CUNY Assistant or Associate Professors
2. commit to attending and fully participating in all seven group sessions and completing program assignments. To achieve the program’s goals, in addition to
the five hours per session required for group meetings, fellows will need to devote approximately 10 hours per week to work on their manuscripts, as well as complete other program assignments. Applicants are strongly encouraged to ensure that they are able to arrange their Spring 2019 schedules to accommodate this workload if they are accepted into the program.

3. commit to submitting at least one writing project for publication no later than June 15, 2019

4. commit to participating in the assessment of this program via several short feedback surveys and by submitting an updated CV 18 months after program participation.

The 2019 program will support up to 20 tenured Assistant or Associate Professors.

III. SELECTION CRITERIA

Applications will be reviewed by a committee, comprised of senior faculty and members of the CUNY Office of Academic Affairs, on the following dimensions:

1. intellectual/academic quality of the proposal (with relevant work cited)
2. evidence that the candidate has made sufficient progress on the project to submit the writing project for publication by June 15, 2019
3. the candidate’s record of scholarly/creative activity, including publications
4. the applicant’s rationale for participating in the program and the match between what the applicant hopes to get out of program participation and what the program offers
5. how long the candidate has been tenured and in his/her current rank. During this pilot, priority will be given to applicants who have been tenured and within their current rank for at least 3 years
6. letter of support from the proposed mentor

IV. PROGRAM EVALUATION

Assessment of this program will address: a) participant productivity and b) participant feedback. To evaluate productivity, program participants will be asked to submit an updated CV 18 months after program participation and that CV will be compared to the CV the participant submitted with his/her application. Program participants will also be asked for their feedback via short surveys at three points: a) in May 2019 at the last group meeting, b) in June 2019 (i.e., soon after the submission of fellows’ writing projects), and c) in September 2020 (i.e., one year after the submission of the writing projects).
accepted into this program are expected to participate in all four parts (i.e., post-participation CV submission and the completion of 3 short surveys) of this assessment.

V. HOW TO APPLY

The deadline for all applications is October 30, 2018.

Awards will be announced in early December 2018.

Applications consist of the following six components. All six components should be converted into a single PDF for submission online at

http://www2.cuny.edu/academics/faculty-affairs/faculty-development-across-cuny/mid-career-faculty-fellowship-program/

Please name your application file as follows:

MCFF_2019_LastNameOfApplicant_FirstNameofApplicant.pdf

1. A proposal of no more than three pages that:
   a. describes the writing project for which you are seeking the fellowship. This description should be written for an educated audience of non-specialists.
   b. provides an overview of the work that has already been done on the project (e.g., literature review conducted, data collected and analyzed, etc.)
   c. indicates the name(s) of the journal(s) or press(es) to which you hope to submit the writing project
   d. presents a preliminary timeline for submitting the project for publication.

   Note: References do not count toward the three page limit.

2. A preliminary draft of one or two sections (e.g., introduction, methods) of the manuscript you plan to work on during the fellowship. This does NOT have to be a draft of the entire paper.

3. A brief description of why the applicant is applying to the program and what they hope to get out of it. (no more than 1 page)

4. An up-to-date, comprehensive CV (no biosketches please) that includes the date tenure was awarded, the dates of all promotions, publications, grants, etc.
5. **A letter of support from your mentor.** See Appendix A on page 6 for a suggested template for this letter.

6. **A letter from your department chair** indicating that they will support a course release for you in academic year 2019-20 if you are chosen to participate in the program and meet all program requirements. See Appendix B on page 7 for a suggested template for this letter.

**VI. QUESTIONS?**

Contact Dr. Annemarie Nicols-Grinenko, University Associate Dean for Faculty Affairs, at Annemarie.Nicols-Grinenko@cuny.edu or 646-664-8068.
Appendix A

Suggested Template for Mentor’s Letter of Support

Dear CUNY Office of Academic Affairs:

I believe that Professor [Applicant’s last name] is an excellent candidate for CUNY’s Mid-Career Faculty Fellowship Program because [please explain in a paragraph or two].

If Professor [Applicant’s last name] is selected to participate in CUNY’s Mid-Career Faculty Fellowship Program, I agree to serve as his/her mentor through June 15, 2019. As Professor [Applicant’s last name]’s mentor, I agree to

- Meet with the Fellow at least biweekly, in person or virtually, during the Spring 2019 semester
- Provide the Fellow with advice and guidance on promotion processes and criteria
- Provide feedback every other week during the Spring 2019 semester on the manuscript the Fellow is working on as part of their participation in the program
- Help the Fellow respond to reviews and comments about their manuscript
- Help ensure that the Fellow submits the manuscript for publication by the program deadline – June 15, 2019.

For serving as Professor [Applicant’s last name]’s mentor, I understand that I will be paid $1200 as a non-teaching adjunct in summer 2019.

Sincerely,

[Mentor’s name]
Department of [Y]
[ZZZ] College

Notes:
1. Signed letters should be on department stationary.
2. An email including the abovementioned information, sent from the mentor’s CUNY email address to the applicant’s CUNY email address, may be substituted for a signed letter.
Appendix B

Suggested Template for Department Chair’s Letter

Dear CUNY Office of Academic Affairs:

If Professor [ Applicant’s last name ] is accepted into CUNY’s Mid-Career Faculty Fellowship Program in Spring 2019 and fulfills all program requirements, including submission of a scholarly article or creative writing project to a peer-reviewed journal by June 15, 2019, I agree that Professor [ Applicant’s name ] will be given a 3-credit course release in academic year 2019-2020. I understand that my college will be reimbursed $4000 in the form of tax-levy funds from CUNY’s central office for this course release.

Sincerely,

[ Chair’s name ]
Chair, Department of [ Y ]
[ ZZZ ] College

Notes:
1. Signed letters should be on department stationary.
2. An email including the abovementioned information, sent from the department chair’s CUNY email address to the applicant’s CUNY email address, may be substituted for a signed letter.