Office of Academic Affairs

Moving from Associate to Full Professor

A workshop series and funding opportunity for CUNY Associate Professors

Spring 2017
Application for Funding

Application Deadline: May 26, 2017

A. ELIGIBILITY
CUNY Associate Professors who participated in both Spring 2017 sessions of the Moving from Associate to Full Professor workshop series are eligible to apply for funding to assist in their progress toward promotion to full Professor.

B. FUNDING
Two types of funding are available.

1. Course release ($4000 per course release) to be used in Fall 2017, Spring 2018 or Fall 2018.
   - The course release must be used to make progress on a major research, scholarly or creative project that is relevant to the applicant’s promotion to full Professor and will be submitted or completed by December 31, 2018.

   We anticipate that 8 - 14 awards for course release will be made.
   - Only one course release will be awarded per person
   - Because the availability of course releases is so limited, applicants who apply for a course release are also encouraged to apply for one of the smaller awards indicated below in #2, but please note that applicants awarded a course release will not be awarded additional funds.

2. Awards (between $500 and $1000) to support scholarly or creative activities that are relevant to the applicant’s promotion to full Professor and will be submitted or completed by December 31, 2018. Examples include, but are not limited to the following:
   - pay an expert in the applicant’s field to review and comment on drafts of documents (e.g., a manuscript for publication, a grant proposal, a curriculum proposal).
   - pay a statistical or other technical consultant to assist with a manuscript, grant proposal or creative work.
   - pay an editor to edit a manuscript or grant proposal. This will be primarily available to faculty for whom English is not a first language.
   - travel to a conference to present and receive feedback on one’s work prior to publication.
   - other requests that are directly tied to outcomes critical to the applicant’s promotion (e.g., publications, grant proposals, the completion/performance of creative works)
We anticipate that up to 30 awards (of between $500 and $1000 each) will be made. Awards will be made in the form of tax-levy funds. *Please note that there are limits on the ways in which tax-levy funds can be used (e.g., CUNY students may not be paid a stipend and CUNY employees – including students – may not be paid as consultants or vendors) – and procedures vary across CUNY. Please be sure to consult with the budget officer in your department or college to determine whether you will be able to use tax levy funds for the purpose(s) you intend.*

C. THE PROPOSAL

In addition to completing the online portion of the proposal, applicants must submit the following three or four components:

1. **Project Description** (no more than 1 single-spaced page)
   - The description should include a statement of the problem or area of scholarly inquiry or creative activity and its significance to the field, the methods to be used and the expected results or outcomes.
   - The description should be written for an educated audience of non-specialists.

2. **Description of how this project will help move the applicant toward promotion to full Professor.** This section should:
   - address the importance of the project to the applicant’s promotion to full Professor given the promotion practices, procedures and norms in the applicant’s department and college. Requests for a course release must also justify why a course release is necessary to complete the proposed project.
   - indicate how the requested resource(s) will be used to advance the project.
   - include a timeline that
     - indicates when the applicant hopes to submit his/her promotion dossier
     - makes it clear that the proposed project(s) can be completed/submitted/exhibited/performed by December 31, 2018

3. **An up-to-date, comprehensive CV**

4. **For those applying a course release:** A letter of support from your department chair. See Appendix A on page 4 for a suggested template for this letter.

Before submitting the proposal online, the **project description, description of how the project will help advance the applicant toward promotion, CV and letter of support (if required) must be combined into a single pdf file. Please name your proposal as follows:**

2017_AssocProf_proposal_LastNameOfApplicant.pdf
D. PROPOSAL EVALUATION

Proposals will be evaluated by a committee comprised of members of CUNY’s Office of Academic Affairs using a 5-point rating scale (1 = poor, 5 = excellent) and the criteria listed below.

Criteria
1. Clear, concise project description(s) written for educated non-specialists
2. Evidence that the project is important to help the candidate move toward promotion to full Professor given the practices, procedures and norms in the applicant’s department and school
3. Evidence that the requested resources are necessary to advance the project in a timely manner
4. Evidence that the project can be completed/submitted/exhibited/performed by December 31, 2018
5. Timeline indicating that the project is well-timed in relation to the applicant’s intended date of submission of his/her promotion dossier

E. PROGRAM EVALUATION

In order to evaluate the effectiveness of this program, in early 2019, awardees will be sent a brief survey that will address progress made on funded projects and whether/how those projects have helped awardees move toward promotion. All faculty awarded funding via this program are expected to complete and return this survey.

F. TIMETABLE

- Applicants are due by 5:00pm on Friday, May 26, 2017.
- Award announcements will be made by June 30, 2017.
- Awards will be made in the form of tax-levy funds, which will be transferred to the awardee’s college in early fall 2017.

G. HOW TO APPLY

The deadline for all applications is 5:00pm on May 26, 2017.

Apply online at http://www2.cuny.edu/academics/faculty-affairs/faculty-development-across-cuny/moving-from-associate-to-full-professor/.

H. 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 Department Chair’s Letter of Support

Dear CUNY Office of Academic Affairs:

I fully support the application of Professor [Applicant’s last name] for a course release from CUNY’s Moving From Associate to Full Professor program for the [Fall 2017, Spring 2018 or Fall 2018] semester. I understand that my college will be reimbursed $4000 in the form of tax-levy funds 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.