



## ***Moving from Associate to Full Professor***

### **A workshop series and funding opportunity for CUNY Associate Professors**

#### **Spring 2016 Application**

Application Deadline: **February 22, 2016**

#### **I. PROGRAM DESCRIPTION**

The 2015 administration of the Collaborative on Academic Careers in Higher Education (COACHE) survey indicated that Associate Professors at CUNY would like more support for their major work responsibilities (i.e., scholarly and creative activity, teaching and service) and promotion to full Professor. In response, during the spring 2016 semester, the CUNY Office of Academic Affairs (OAA) is pleased to pilot test a new program, *Moving from Associate to Full Professor*, a workshop series and funding opportunity for CUNY Associate Professors.

Two workshop series will be offered – one for Associate Professors at CUNY community colleges and one for Associate Professors at CUNY senior colleges. The series will address a broad range of practices that are important for professional success generally and for promotion to full Professor specifically. They are based on a successful workshop series developed as part of the federally-funded [Gender Equity Project](#) (GEP) by CUNY Executive Vice Chancellor and University Provost Vita Rabinowitz, CUNY Distinguished Professor Virginia Valian and University Associate Dean for Faculty Affairs Annemarie Nicols-Grinenko.

Each workshop series will include two six hour (12:00 pm – 6:00 pm) sessions at CUNY Central (205 East 42<sup>nd</sup> Street) on the following dates:

#### Workshop Series for Senior College Associate Professors

Friday, March 18, 2016

Friday, April 22, 2016 (first day of spring break)

#### Workshop Series for Community College Associate Professors

Friday, April 8, 2016

Friday, April 29, 2016 (last Friday of spring break)

Following the workshop series, participants will have the opportunity to apply for funding aimed at helping them make progress toward promotion to full Professor (see section IIIB - Program Benefits - for more details).

## II. ELIGIBILITY AND SELECTION CRITERIA

Eligible applicants must

1. be tenured CUNY Associate Professors
2. commit to attending ***the full 6 hours of both sessions*** in the relevant series and to participating in pre- and post-workshop activities
3. submit an application that clearly lays out a realistic plan for moving toward promotion to full Professor at their college.

Each workshop series will be limited to 25 Associate Professors. Participants will be chosen based on their rationale for program participation (as indicated in the required cover letter) and preliminary plan and timeline for moving toward promotion to full Professor.

## III. PROGRAM BENEFITS

### A. The Workshop Series

The workshop series for CUNY Associate Professors will cover practices, strategies, and knowledge that support professional success and may help faculty in their efforts toward promotion to full Professor, including

- balancing scholarly and creative activity, teaching and service as well as work and personal life
- time management
- negotiation
- making good use of conferences and your summers
- building and optimizing your CV
- preparing your promotion dossier

Materials and discussions in each series will be tailored to issues relevant to the group's work environment (i.e., community college vs. senior college).

The workshop series will require participants to conduct activities before, during and after the actual workshop sessions. At least one week before each workshop, participants will receive a description of activities (some of which must be completed ahead of time) and discussion questions and background readings that will provide a framework for thinking about a topic and its relevance to their careers. During the workshops, each topic will typically be covered in 3 steps: 1) a short presentation by the topic leader; 2) a break-out session during which participants work in small groups; 3) a report back to the full group. In some cases, there will also be a structured discussion that covers questions distributed before the workshop.

Lunch will be provided on each of the workshop days.

### B. The Opportunity to Apply for Funding upon Completion of the Workshop Series

Participants who complete the workshop series will be invited to apply for funding to help them make progress toward promotion to full Professor. Funds will be provided in Fall 2016.

An applicant will be able to request funding:

- to pay up to two experts in his/her field to review and comment on multiple drafts of documents that are relevant to the applicant's promotion to full Professor (e.g., a manuscript for publication, a grant proposal, a curriculum proposal) that will be submitted or completed by August 15, 2017.
- to pay a statistical or other technical consultant to assist with a manuscript or grant proposal (if relevant to promotion) that will be submitted by August 15, 2017.
- to pay an editor to edit any document that is relevant to the applicant's promotion to full Professor that will be submitted or completed by August 15, 2017. This will be primarily available to faculty for whom English is not a first language.
- for one course release to work on at least two major writing projects relevant to promotion that will be submitted or completed by August 15, 2017. Funding for course releases will be competitive and limited and will require written approval from the applicant's department chair and dean or provost.

Other requests for funding may be considered if workshop participants can justify the importance of the requested funds in helping them make progress toward promotion.

### C. A community of colleagues across CUNY

The workshops provide a unique opportunity to connect with and learn from colleagues across the university. Participants in previous workshops 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 the series.

## IV. HOW TO APPLY

**The deadline for all applications is February 22, 2016.**

Applications consist of the following **three components**. All three components should be converted into a single PDF for submission online at <http://www.cuny.edu/academics/FacultyAffairs.html>.

*Please name your application file as follows:*

AssocProf\_2016\_LastNameOfApplicant\_FirstNameofApplicant.pdf

1. A cover letter that briefly states why you would like to participate in the workshops and indicates your commitment to attending the full 6 hours of both sessions in the relevant series and to participating in pre- and post-workshop activities.
2. An up-to-date, comprehensive CV (no biosketches please)
3. A one-page preliminary plan and timeline for moving toward promotion to full Professor at your college. The ideal plan will be both specific and realistic and address the promotion process at your college.