



Mid-Career Faculty Fellowship Program

Spring 2018 Application

Application Deadline: **October 30, 2017**

I. PROGRAM DESCRIPTION

By calling for “new strategies to build greater diversity in the faculty,” [CUNY’s strategic framework](#) reinforces the university’s [mission](#) “to maintain and expand its commitment to academic excellence and to the provision of equal access and opportunity for students, faculty and staff from all ethnic and racial groups” and sexes. The 2015 administration of the Collaborative on Academic Careers in Higher Education (COACHE) faculty satisfaction survey and participants in the workshop series, [Moving from Associate to Full Professor](#), suggest that CUNY faculty want more support for promotion. In response, the CUNY Office of Academic Affairs (OAA) is pleased to pilot test the ***CUNY Mid-Career Faculty Fellowship Program*** in Spring 2018. This new program aims to advance CUNY’s goal of retaining and advancing a diverse faculty by providing support and resources to help tenured Assistant and Associate Professors advance their scholarly productivity and move toward promotion. The program will be led by Professor [Juan Battle](#) and University Associate Dean for Faculty Affairs, [Annemarie Nicols-Grinenko](#).

Program Goal: Fellows will submit at least one research-based scholarly article or creative writing project to a peer reviewed journal by June 15, 2018.

Program Benefits:

1. **Mentored Writing Groups:** Over the course of the Spring 2018 semester, in addition to professional development workshops, fellows will work on a writing project in mentored writing groups. Writing projects may include research-based scholarly articles for peer-reviewed journals or creative writing projects. Groups will be comprised of faculty in related disciplinary areas and will meet at least seven times during the semester to provide peer review of their written work.
2. **Professional Development:** Each meeting of the mentored writing groups will begin with a discussion of topics that are important to promotion. Topics may include time management; balancing scholarship, teaching and service; handling reviewers’ comments efficiently and effectively; and preparing the promotion dossier.

3. Individual Mentors: For additional mentoring, each fellow will preselect a full professor within their institution who has an excellent record of scholarly/creative productivity and expertise in their disciplinary area. Fellows will be expected to meet with their mentors at least every two weeks throughout the semester.
4. Course Release: Provided that their manuscripts are submitted for external review by June 15, 2018, fellows will receive three credits of course release which they may use in academic year 2018 – 2019.
5. 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. All sessions will take place at the Graduate Center (365 Fifth Ave.) on Fridays from 12:00 – 5:00pm. Lunch will be provided.

2018 Writing Group Sessions: February 2, February 16, March 9, March 23,
April 20, May 4, May 11

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 related homework
3. commit to submitting at least one writing project for publication no later than June 15, 2018
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.

This pilot 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 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, 2018
3. the candidate's record of scholarly/creative activity, including publications
4. 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 5 years
5. letter of support from their 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 2018 at the last group meeting, b) in June 2018 (i.e., soon after the submission of fellows' writing projects), and c) in September 2019 (i.e., one year after the submission of the writing projects). All faculty 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, 2017.

Awards will be announced in early December 2017.

Applications consist of the following **five components**. All five 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_2018_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
 - 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. An up-to-date, comprehensive CV (no biosketches please) that includes the date tenure was awarded, the dates of all promotions, publications, grants, etc.
4. A letter of support from your mentor. See Appendix A on page 5 for a suggested template for this letter.
5. A letter from your department chair indicating that they will support a course release for you in academic year 2018-19 if you are chosen to participate in the program and meet all program requirements. See Appendix B on page 6 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:

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, 2018. As Professor [Applicant's last name]'s mentor, I agree to

- Meet with him/her at least biweekly, in person or virtually
- Provide feedback on the manuscript s/he is working on as part of her/his participation in the program
- Help her/him respond to reviews and comments about his/her manuscript
- Help ensure that s/he submits the manuscript for publication by the program deadline – June 15, 2018.

For serving as Professor [Applicant's last name]'s mentor, I understand that I will be paid \$1500 as a non-teaching adjunct in summer 2018.

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 2018 and fulfills all program requirements, including submission of a scholarly article or creative writing project to a peer-reviewed journal by June 15, 2018, I agree that Professor [Applicant's name] will be given a 3-credit course release in academic year 2018-2019. 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:

3. Signed letters should be on department stationary.
4. 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.