



San José State
UNIVERSITY

Office of Faculty Affairs

One Washington Square, San José, California 95192-0021 PH (408) 924-2450 Fax (408) 924-2425

Junior Faculty Career Development Grants
(Subject to Budget Availability)

1. **Purpose:** The Junior Faculty Career Development Grants are designed to support the career development interests of tenure-track faculty in advancing their research, publications, presentations at conferences, and other career development activities.
2. **Eligibility:** Tenure-track faculty may apply. *Faculty who have received this award previously but who have not completed an end-of-project report are not eligible to apply. Priority will be given to faculty in the first four years of their probationary period and to those who have not received this award previously.*
3. **Awards:** Tenure-track faculty members have the option to apply for one of the following choices: (1) .20 release time; (2) .20 release time plus up to \$500 for research, or travel to present at a conference; or (3) up to \$2500 for research, or travel to present at a conference or for other career development purposes. The third choice does not provide release time.
4. **Application Procedure:** Applicants should submit a proposal not to exceed the cover sheet and three pages which includes: (1) a description of the need or background for the proposed activities; (2) a description of the specific objectives and activities to be undertaken and a project timeline; (3) specification of the evaluation criteria to be used to assess project outcomes; (4) specification of the amount of funding requested with a brief budget justification; (5) a description of how the award will assist you in achieving your career development goals and (6) submit the original and ten (10) copies to the College or appropriate unit.
5. **Review Procedures:** The steps below will be followed to review proposals:
 - Applicants submit their original application to the applicant's College or appropriate unit by 5:00 pm on Friday, **January 30, 2009**.
 - The proposals will be reviewed and ranked by a College level faculty committee (e.g., the College Research Committee or equivalent).
 - The College will forward the original and **10 copies** of each of the ranked proposals to the Dean's Office by Friday, **February 20, 2009**.
 - The Dean's Office will forward the original and **10 copies** of each of the ranked proposals to the Office of Faculty Affairs, (ADM 150) by Friday, **February 27, 2009**.
 - The final evaluation and the award of grants will be decided by a University Committee convened by the Office of Faculty Affairs.
 - Decisions will be announced by Friday, **March 20, 2009**.

- 6. Evaluation Criteria:** The following criteria will be used by the College Committee and the University Committee in the evaluation of the proposals:
- clarity and completeness of the proposal;
 - contribution to knowledge and scholarship in the discipline;
 - likely educational impact on students;
 - feasibility of the proposed activity;
 - appropriateness of the proposed budget; and
 - match between the nature of the request and career development goals.

Preference will be given to proposals from tenure-track faculty who are early in their careers at SJSU with the purpose of promoting junior faculty professional development. Evaluation of proposals from those junior faculty members who have received this grant in prior years will include a review of productivity based on prior funding.

- 7. Other Conditions and Requirements:** Grantees will prepare an end-of-project report summarizing outcomes of their project/activity. Junior faculty members who have received this grant in prior years must have a report on file from the year the grant was received to be eligible for additional funding.

For more information contact Hannah Israel in the Office of Faculty Affairs at 4-2452 or email: hisrael@sjsu.edu

**Spring 2009 Proposal Cover Sheet
Junior Faculty Career Development Grant**

Name: _____ Campus phone: _____

Department: _____ College: _____

Email: _____ Extended Zip: _____

Faculty Rank: _____ Probationary year: _____

Have you received a Junior Faculty Career Development Grant in prior years?

Yes _____ No _____ Year of Award _____

If yes to the above, have you submitted an end-of-project report?

Yes _____ No _____ If not, please attach report.

Has this current project been submitted for funding or partially funded from another source?

Yes _____ No _____ If yes, where? _____

Requesting: (check one below)

.20 release time ONLY **OR** .20 release time + \$500 **OR** \$ _____ (\leq \$2,500)

ABSTRACT (Not to exceed 100 words)

College Committee Rank (1 = Highest Ranking): _____ of _____

Comments:

Signature of College Committee Chair: _____ Date: _____

University Committee Decision:

Grant Awarded:

YES NO

Comments:

Signature of University Committee Chair: _____ Date: _____

cc: Personnel Action File (PAF) by May 14, 2009