



San José State  
UNIVERSITY

Office of Faculty Affairs  
In Collaboration with  
The Center for Faculty Development

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

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**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. ***Tenure-track 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 for AY 2011-2012: (1) up to .40 release time and up to \$2500 for research and/or travel to present at a conference; (2) up to .40 release time; or (3) up to \$5000 for research and/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 your application with the recommendation of your Chair or Director to the Office of Faculty Affairs (ADM 146) no later than 5 PM on Friday, April 29, 2011.** Applicants may also submit the application as a PDF e-mail attachment, with the signed recommendation of your Chair/Director to [Hannah.Israel@sjsu.edu](mailto:Hannah.Israel@sjsu.edu) no later than 5 PM on Friday, April 29, 2011.
5. **Review Procedures:** The steps below will be followed to review proposals:
  - Applicants provide their completed application to the Department Chair/School Director for a recommendation prior to submitting the application to the Office of Faculty Affairs.
  - Chairs/Directors review all applicant proposals from the Department/School/Unit, indicating “Recommend” or “Do Not Recommend” on the proposal cover sheet and return the Proposal Cover Sheet and the attached application to the candidate.
  - The candidate is responsible for submitting the completed application, with the Chair’s/Director’s recommendation, to the Office of Faculty Affairs (ADM 146) **no later than 5 PM on Friday, April 29, 2011.**

- The evaluation and award of grants will be decided by the Junior Faculty Career Development Grant Committee which will be convened by the Office of Faculty Affairs in collaboration with the Center for Faculty Development. The Committee is made up of one tenured faculty member elected by each College and by the General Unit.
- Decisions will be announced by **Friday, May 27, 2011**.

**6. Evaluation Criteria:** The following criteria will be used by the Junior Faculty Career Development Grant Committee in the evaluation of the proposals:

- Clarity and completeness of the proposal, including the amount of release time requested and the semester(s) proposed for implementation of the project (e.g. .20 for Fall 2011 and/or .20 for Spring 2012, or .40 for one semester only);
- 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. **For grants awarded in AY 2011-2012, final reports are due no later than Tuesday, September 4, 2012** to the Department Chair/School Director; the reports are then forwarded to the Office of Faculty Affairs for placement in the grantee's Personnel Action File (PAF). 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  
x. 4-2452 or email: [Hannah.Israel@sjsu.edu](mailto:Hannah.Israel@sjsu.edu)*

**Spring 2011 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 only one below):**

☐ up to .40 release time + up to \$2500 **OR** ☐ up to .40 release time **OR** ☐ \$\_\_\_\_\_ ( $\leq$  \$5000)

ABSTRACT (Not to exceed 100 words)

**Recommendation of Department Chair/School Director**

☐ **Recommend;** suitable arrangements can be made to accommodate requested release time/project ☐ **Do not Recommend;** suitable arrangements cannot be made to accommodate requested release time/project

**Comments:**

Signature of Chair/Director: \_\_\_\_\_

**University Junior Faculty Career Development Committee Rank** (1 = Highest Ranking): \_\_\_\_\_ of \_\_\_\_\_

**University Committee Decision (*grant awarded*):**

YES ☐

NO ☐

Comments:

Signature of University Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

c: Personnel Action File (PAF) by June 10, 2011