

10.0 FACULTY SCHOLARSHIP FUNDING PROCEDURE

10.1 Definitions

The intent of Faculty Scholarship Funding is to facilitate the production of scholarship as defined in Section 5 (Criteria) of the Faculty Handbook. Research, continuing education courses including those required for professional license holders, conference attendance, and travel may be considered.

10.2 Eligibility

- A. At Ramapo College Librarians are considered faculty and the Library has the same standing as other Units. Therefore unless specific language referring to the Library and/or Librarians is used, the term Faculty includes Librarians and the term Unit includes the Library. Within the Library the Convening Group, Unit Personnel Committee and Unit Council are one and the same.
- B. Any member of the College full time faculty, appointed at Assistant, Associate or Full (including library faculty), may apply for grants; however, only teaching faculty may apply for stipends.
- C. Applicants may submit only one proposal for Faculty Scholarship Funding per academic year. Awards are granted based upon the recommendation of the All-College Faculty Scholarship Funding Committee, are awarded by the Provost, and are contingent upon the availability of funds.
- D. Pre-tenure applicants are given priority the first time they apply for FSF: Pre-tenure applicants submitting their first application for FSF (see section 10.8 O).
- E. Judgment of applications shall be made on the basis of the merit and feasibility of the proposal, fulfillment of professional responsibilities, and completion of reporting requirements for past awards (see section 10.4 below: "Verification of Work Completed"). Applicants who have failed to fulfill their responsibility regarding past awards in the last 5 years will be moved to the bottom of the ranking list (in order of their relative rankings).

10.3 Awards

- A. Faculty Scholarship Funding is available in two categories:
 - 1. **Stipends** are awarded in the amount of one unit (4 credits) at the current overload rate, are awarded for work during the summer (July and August), and are paid in two parts: one-half of the award amount is payable on the last pay period of July and the second half is paid following submission by the candidate of a report summarizing the activities and use of the funding. Funds are disbursed as supplemental pay and taxed as such.
 - 2. **Grants** are awarded to reimburse specific planned expenses noted in the applicant's proposal (a grant is an amount of funding set aside for reimbursable expenses awarded and administered by the Office of the Provost). As a recipient incurs approved expenses, they submit receipts and documentation that the expense was incurred as described in their

proposal. The recipient is then reimbursed for the approved expense up to the maximum amount of the grant awarded.

- B. Applicants may request a stipend, grant, or combination of the two.
- C. No recipient shall receive more than \$10,000 in a single award cycle.
- D. All levels of support are possible, and applicants are encouraged to apply even for small amounts.
- E. It will often be the case that final awards will not be fully funded due to inadequate funds. In that case, the Committee may contact an applicant to determine whether they will accept a partial award, and if so, award the partial amount. If the applicant will not accept a partial award, the Committee will proceed to the next applicant in ranked order and repeat the process until all funds have been awarded.

10.4 Verification of Work Completed

All award recipients must verify their work via submission and acceptance of a report to their Dean and to the Office of the Provost, with a copy to the Office of Employee Relations, summarizing their activities and use of funding. The report must be submitted no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first.

All funding recipients may also present their work at Colloquia.

10.5 Changes in Funded Proposals

Any change to a funded proposal must be approved by the Provost prior to implementation. The Provost may consult with the Dean before approving or denying changes.

10.6 Application Timeline

The Faculty Scholarship Funding calendar will be posted on the Employee Relations web page no later than September 1st .

10.7 Faculty Scholarship Funding Application

Applicants must submit a Faculty Scholarship Funding application to the Unit Scholarship Committee. The application will include:

- A. The Common Application Form
- B. A written proposal: The proposal shall be properly formatted (3 pages maximum, double spaced, 11-point, Times font) and address the Merit and Feasibility of the proposal. The proposal shall include:
 1. A concise description of the project and its goals
 2. An explanation of how the project will advance the candidate's scholarship, enrich their teaching, and/or otherwise contribute to the mission of the College, and/or any other academic programs at the College

3. A brief statement explaining how this proposal differs from those for which previous internal support has been granted to the applicant
 4. A concise description of the project's feasibility, which includes (a) a timeline indicating how the project will be completed within the time allotted, (b) a description of how, when, where, and with what special resources or materials the project will be conducted, and (c) an indication of the degree of preparation (background and professional training of the applicant, and preparations already completed) already completed toward the project.
- C. Any supplementary documentation (up to 5 additional pages) as deemed appropriate by the applicant.

10.8 Faculty Scholarship Funding Application Process

Applications for FSF are evaluated and ranked at the All-College level. The Unit Scholarship Committee serves to review the applications for completeness, but does not evaluate the merit of proposals.

- A. The Applicant submits to the Unit Scholarship Committee by the deadline:
 1. Common Application Form including budget
 2. A written proposal and supplementary documentation following the guidelines above

Unit Scholarship Committee (advisory rather than evaluative role in FSF process)

- B. The Unit Scholarship Committee shall conduct a preliminary review of the application for completeness using the checklist and inform the applicant of any missing information and/or non-compliance with proper presentation and formatting by the established calendar deadline.
- C. The Unit Scholarship Committee sets a final date for receipt of a completed application, including anything missing, giving the applicant sufficient time to make changes.
- D. After the deadline, incomplete applications as determined by the Unit Scholarship Committee will not be forwarded.
- E. All complete applications are forwarded to the Dean.

Dean

- F. The Dean affirms (or not), by signature on the application form, that the applicant has fulfilled responsibilities in the areas of teaching, scholarship and service.
- G. When a Dean indicates a failure to fulfill responsibility, they shall communicate the area of concern to the applicant and the All-College Faculty Scholarship Funding Committee in writing.
- H. The Dean forwards all materials to the All-College Faculty Scholarship Funding Committee.

All-College Faculty Scholarship Funding Committee

- I. Each Unit of the College and the Library shall elect one (1) representative to the All-College Faculty Scholarship Funding Committee. Members must have completed at least two (2) years of full-time employment at the College at the time they are elected. Representatives serve for two (2) years with HGS, ASB, and CA representatives elected in even years and SSHS and TAS and Library representatives elected in odd years.
- J. No person who is an applicant for Faculty Scholarship Funding may serve on the All-College Faculty Scholarship Funding Committee.
- K. The All College Faculty Scholarship Funding Committee shall meet to elect a Chair, review Faculty Scholarship Funding procedures, and set a schedule for their review of applications.
- L. Each member of the Committee shall carefully review and evaluate each application for Faculty Scholarship Funding independently based on its merit and feasibility. Judgment of the application shall not be based upon the amount requested by the applicant. Each member of the committee shall provide a 1-5 rating for merit and an up or down vote (yes/no) for each: feasibility and fulfillment of responsibility for past awards.
 1. **Merit** shall be defined as the extent to which the project will advance the candidate's scholarship, enrich their teaching, or otherwise contribute to the mission of the College, and/or other academic programs at the College. Committee members will independently rate the merit on a 5 point scale
 2. **Feasibility** shall be defined as the extent to which the project is likely to be completed within the time allotted, given the required resources and preparation. Committee members will independently determine (yes/no) whether the proposal is feasible.
 3. **Fulfillment of Responsibility Regarding Past Awards** shall be assessed categorically (yes: the applicant has fulfilled their responsibility regarding past awards (5 years), or no: the applicant has not fulfilled their responsibility regarding past awards (5 years)).
- M. The Committee meets to deliberate. The ratings of the six unit representatives are summed (for a total of 30 possible points) and these aggregate ratings are used to rank applications on the basis of the merit of the proposal.
- N. Feasibility and Fulfillment of Responsibility ratings are evaluated. Applications with a simple majority vote (yes) for feasibility and fulfillment of past responsibility are recommended.
- O. Applications from pre-tenure applicants that are judged to be meritorious and feasible are given priority the first time the applicant applies for Faculty Scholarship Funding: Pre-tenure applicants submitting their first application for FSF are moved to the top of the ranking list (in order of their relative rankings) when their proposals are judged to be meritorious and feasible.
- P. Applicants who have failed to fulfill their responsibility regarding past awards (5 years) **or their responsibilities in the areas of teaching, scholarship and service**

as determined by the dean will be moved to the bottom of the ranking list (in order of their relative rankings)

- Q. The Committee shall proceed in the order of its final ranking, recommending awards until available funds have been expended.
- R. It will often be the case that final awards will not be fully funded due to inadequate funds. In that case, the Committee will contact the applicant to determine whether they will accept a partial award, and if so, award the partial amount. If the applicant will not accept a partial award, the Committee will proceed to the next applicant in ranked order and repeat the process until all funds have been awarded.

10.9 Disbursement of Award Funds

- A. **Recipients of Stipends** shall receive half their award amount payable on the last pay period of July. The second half shall be received upon submission and acceptance of a report to their Dean and the Office of the Provost, with a copy to the Office of Employee Relations, summarizing their activities and use of funding. The report must be submitted no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first.
- B. **Recipients of Grants** will have access to 100% of the awarded grant amount, reimbursed as expenses are submitted. Expenses may be incurred during the spring following the award letter in preparation for activities scheduled during the following fiscal year. Such expenses must have the explicit, written approval from the Office of Employee Relations prior to committing to the expense.
- C. **Changes in Funded Proposals** Any change to a funded proposal must be approved by the Provost prior to implementation. The Provost may consult with the Dean before approving or denying changes.

**RAMAPO COLLEGE OF NEW JERSEY
COMMON APPLICATION FORM**

NAME:

DATE:

TITLE:

Tenure Status:

UNIT:

YEAR APPOINTED:

FUNDING REQUESTED: Career Development FSF Sabbatical Other

Have you ever been awarded a sabbatical leave? No Yes If yes, when? _____

Have you applied for or intend to apply for a Sabbatical leave during this academic year? No Yes

If yes, please specify what the Sabbatical would entail and the semester(s) that you are applying for a Sabbatical leave¹:

Have you applied for or intend to apply for any other in-house funding this year? No Yes If yes, please specify:

Have you applied for outside funding related to this project? No Yes
If yes, please specify:

Have you received in-house support for scholarship within the last five years? No Yes If yes, list previous in-house awards by year:

Year	Project Title	Type of Award FSF, Career Development, Ramapo Foundation, Sabbatical, TLTR	Amount Received	Report Submitted Yes/No	Project Completed? Yes/No	End Product (e.g. presentation, exhibition, publication)

Initial each below to affirm you have read and understand expectations as stated:

____ I pledge to submit a complete report to the Dean and Office of the Provost (with a copy to Employee Relations) no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first. I may also share progress at the Sabbatical Roundtable.

____ While Faculty may apply for FSF and a Sabbatical in the same academic year, Faculty are not permitted to receive additional institutional funding while they are on Sabbatical, including FSF. Therefore, Faculty applying for an FSF and Sabbatical are responsible for ensuring that any work and/or projects related to his/her FSF award must be completed outside of the semester(s) they have been awarded a Sabbatical leave. Any FSF reports submitted to the Dean and the Provost that demonstrate either a portion of an entire FSF project/assignment was conducted while a Faculty member was on a Sabbatical leave will not be approved for payment.

RAMAPO COLLEGE OF NEW JERSEY
PROPOSED BUDGET for Faculty Scholarship Funding and Career Development

Type of award requested: Grant Stipend

Project Period:

____ **STIPEND**

____ **GRANT REQUESTS FOR REIMBURSEMENT**

Educational Materials: printing services, educational, library, laboratory supplies, etc. Specify: \$

Travel: airfare, train, mileage (reimbursable at \$.50/mile per travel policy), etc. Specify: \$

Professional Services: outside consultants/technical assistance, etc. Specify: \$

Equipment (items purchased remain the property of the College): Specify: \$

Other: conference, seminar, tuition fees, student aide, etc. Specify: \$

SUBTOTAL OF STIPEND REQUESTED \$

SUBTOTAL OF GRANT REQUESTED \$

GRAND TOTAL \$