

## 10.0 FACULTY SCHOLARSHIP FUNDING (FSF) PROCEDURE

### 10.1 Definitions

The intent of Faculty Scholarship Funding (FSF) is to facilitate the production of Scholarship, as defined in Section 5 (Criteria) of the Faculty Handbook. Funding requests that support research, continuing education courses including those required for professional license holders, conference attendance, and travel may be considered. A copy of the Faculty Scholarship Funding (FSF) procedure can be found at the following link:

<https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/10.0-Faculty-Scholarship-Funding-FSF-Procedure.pdf>

### 10.2 Eligibility

1. 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 (UPC), and Unit Council are one and the same.
2. Any member of the College's full-time faculty, appointed at Assistant, Associate, or Full, may apply for grants; however, only teaching faculty (i.e., not Librarians) may apply for stipends.
3. Applicants may submit only one FSF proposal per academic year. Awards are granted by the Provost based upon the recommendation of the All-College Faculty Scholarship Funding Committee (ACFSFC) and are contingent upon the availability of funds.
4. Pre-tenure applicants are given priority the first time they apply for FSF. (Pre-tenure applicants who are submitting their first application for FSF, please see Section 10.8.4g)
5. Evaluation of applications shall be made on the basis of the merit and feasibility of the proposal, the applicant's fulfillment of their responsibilities of reporting requirements for past awards (see Section 10.4). Applicants who have failed to fulfill their responsibilities regarding past awards in the last five (5) years will be moved to the bottom of the ranking list (in order of their relative rankings).

### 10.3 Awards

1. Faculty Scholarship Funding is available in two categories:
  - a. **Stipends** are awarded in the amount of the overload rate paid for 4 credits. Stipends awarded for work completed during the summer (July and August) are paid in two installments. Since summer stipends are considered supplemental pay for full-time faculty, they are taxed as such.

- b. **Grants** are awarded to reimburse specific planned expenses noted in the applicant's proposal (i.e., a grant is an amount of funding set aside for reimbursable expenses awarded and administered by the Office of the Provost).
2. FSF applicants may request a stipend, a grant, or combination of the two, but no FSF awardee shall receive more than \$10,000 total in a single award cycle.
3. As all levels of support are possible, FSF applicants are encouraged to apply for even small amounts.
4. It may be the case that a final awardee will not receive the full amount they requested due to depletion of allocated funds. If this occurs, the ACFSFC will follow the process outlined below. In limited circumstances, the ACFSFC may request that the Provost approve additional funding to the final awardee so that their request is fully funded.

#### **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 ER. The report should summarize their activities and use of grant funding if a grant was awarded. The report must be submitted no later than the end of the academic year in which the award was made or upon completion of their FSF-funded project, whichever is first.

All funding recipients may also present their work at Colloquia.

#### **10.5 Changes in Funded Proposals**

Any change to a proposal that was awarded FSF monies 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 FSF calendar will be posted on the Employee Relations website no later than September 1st each year.

#### **10.7 Faculty Scholarship Funding (FSF) Application**

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

1. a completed Common Application Form;
2. a written proposal that is properly formatted (i.e., 3-page maximum, double-spaced, 11-point, Times New Roman font) and that addresses the merit and feasibility of the scholarship being proposed. Specifically, the following items should be included in the proposal:
  - a. a concise description of the project and its primary goals;

- b. an explanation of how the project will advance the applicant's scholarship, enrich their teaching, and/or otherwise contribute to the mission of the College and/or any other academic programs at the College;
  - c. a brief statement explaining how this proposal differs from those for which previous internal support has been granted to the applicant;
  - d. 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 (e.g., background and professional training of the applicant, collaborators who agreed to work on the project, or other preliminary groundwork already completed); and
3. any supplementary documentation (up to five additional pages), as deemed appropriate by the applicant, that provides helpful and relevant information to the reviewers of the FSF application.

### **10.8 Faculty Scholarship Funding (FSF) Application Process**

Applications for FSF are evaluated and ranked at the all-College level. The Unit Scholarship Committee members serve only to review the applications for completeness, but they do not evaluate the merit of the proposed projects. The steps outlining submission of an FSF application to the awarding of FSF monies are provided below.

1. The applicant submits the following to their Unit Scholarship Committee by the deadline established by ER:
  - a. a completed Common Application Form, which includes a budget necessary to complete the proposed project; and
  - b. a written proposal and supplementary documentation following the guidelines in section 10.7.
2. The Unit Scholarship Committee, which serves in an advisory rather than evaluative role in the FSF process, performs the following steps:
  - a. conducts a preliminary review of each FSF application for completeness (i.e., using the FSF Application Checklist) and informs the applicant if any required information/components is/are missing and/or if the application is non-compliant with required formatting in a timely manner so the application can be corrected and submitted by the established calendar deadline;
  - b. 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.

- c. after the deadline, forwards all complete applications to the Dean. Incomplete applications will not be forwarded.
3. The Dean performs the following steps:
  - a. either affirms that the applicant has fulfilled their professional responsibilities in the areas of teaching, scholarship, and service by signing the FSF application form *or* does not sign the form;
  - b. when a Dean indicates a failure to fulfill responsibility, the dean documents in writing the area of concern to the applicant and the ACFSFC;
  - c. forwards all materials to the ACFSFC.
4. The ACFSFC membership and steps to be taken are provided below.
  - a. Each School and the Library shall elect one (1) representative to the ACFSFC. 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 ASB, CA, and HGS representatives elected in even years and SSHS and TAS and Library representatives elected in odd years.
  - b. No person who is an applicant for FSF may serve on the ACFSFC.
  - c. The ACFSFC shall meet to elect a Chair, review FSF procedures, and set a schedule for their review of applications.
  - d. Each member of the ACFSFC shall carefully review and evaluate each FSF application independently based on the merit and feasibility of the proposed project. Review and determination of the application shall not be based upon the amount requested by the applicant.
    - i. *Merit* shall be defined as the extent to which the project will advance the applicant's scholarship, enrich their teaching, and/or 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.
    - ii. *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 by voting yes or no whether the proposal is feasible.
    - iii. *Fulfillment of Responsibility for Past Awards* shall be assessed categorically as “yes” if the applicant fulfilled their responsibility for every FDF award they received in the past 5 years or “no” if the applicant did not do so. Faculty members who received FSF/FDF funding prior to 2023/2024 SY and did not satisfy their

"Fulfillment of Responsibility for past Awards" by indicating "no" shall not be penalized. However, all responsibility for FDF award must be fulfilled 2023/2024 SY and beyond.

- e. The ACFSFC meets to deliberate and sums the merit scores assigned by the six-unit representatives. The aggregate merit scores (i.e., maximum score = 30) are used to rank applications on the basis of the merit of the proposals.
- f. Feasibility and Fulfillment of Responsibility ratings are reviewed for each application. Applications with a simple majority vote of yes for feasibility and fulfillment of responsibility are recommended.
- g. Applications submitted by pre-tenure applicants that are judged to be meritorious and feasible are given priority the first time the applicant applies for FSF in the following manner: Pre-tenure applicants submitting their *first* application for FSF are moved to the top of the ranking list (in order of their relative merit scores) when their proposals are judged to be meritorious and feasible.
- h. Applicants who have failed to fulfill their responsibility regarding past awards received within the last five years or who have failed to fulfill their responsibilities in the areas of teaching, scholarship, and service, as determined by their Dean, will be moved to the bottom of the ranking list (in order of their relative merit scores).
- i. The ACFSFC shall proceed in the order of its final ranking for all proposals that have been recommended by the committee, thereby recommending awards until available funds have been expended.
- j. 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 that the ACFSFC has recommended an award and repeat the process until all funds have been awarded.

## **10.9 Disbursement of Award Funds**

- a. Recipients of FSF 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 ER. The report should summarize their activities and indicate the degree to which the proposed scholarship project was completed. 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 FSF grants will have access to 100% of the awarded grant amount, reimbursed as expenses are submitted. As a grantee incurs approved expenses, they submit receipts and documentation that the expense was incurred as described in their proposal. The grantee is then reimbursed for the approved expense up to the maximum amount of

the grant awarded. All grantees must spend their award monies and all reimbursements must comply with Procurement and HR policies and procedures and spent in the correct FY. (except for airfare). 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 ER prior to incurring the expense.

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