TO: Faculty, Librarians and Professional Staff in the Negotiating Unit*
FROM: Dr. Willard P. Gingerich, Provost and Vice President for Academic Affairs
Date: September 26, 2017
RE: Career Development – January 2018-September 2018

Information concerning eligibility may be found in the Local Selected Procedures Agreement (LSPA) July 1, 2003 - 2007, Section 14-14.3.9 and in the Agreement, State of New Jersey, Council of NJ State College Locals, AFT-AFL/CIO, July 1, 2011 – 2015, Article XXI.

September 26, 2017 CD announcement to all eligible faculty, librarians and professional staff

October 20, 2017 CD applications due to ORSP via Cayuse

November 15, 2017 University Career Development Committee sends CD recommendations to the Provost and Vice President for Academic Affairs

The Outline for Career Development Proposal which follows is for your information and may assist you in planning your proposal. All the items addressed in the outline should be included in your proposal. Please note that the outlined items will be carefully reviewed by the University Career Development Committee during the evaluation of your application and care should be taken to make sure that your proposal is clear and concise.

An application submitted via Cayuse 424 ([https://montclair.cayuse424.com/](https://montclair.cayuse424.com/)) is due by October 20, 2017. Cayuse 424 is MSU’s application submission and automated electronic proposal routing system. Applications will then be forwarded to the University Career Development Committee for review.

It is the responsibility of the applicant to ensure that his/her application is complete and submitted on time. Late and/or incomplete applications will not be considered.

*In order to avoid the potential of a conflict of interest, members who serve on the University Career Development Committee may not submit a proposal to the Career Development program.
OUTLINE FOR CAREER DEVELOPMENT APPLICATION

I. COVER SHEET

II. PROJECT NARRATIVE-attach to the cover sheet, maximum 10 double spaced pages discussing these items in **the following order by title:**

A. **Purpose**

Include the Career Development funding priority you feel best describes your proposal. The categories are:

- Expanding into or developing a new area of expertise. (Be sure to explain the importance of this new area of expertise to your professional career.)

- Establishing new skills or areas of expertise through attendance at meetings, workshops, symposia, short courses, etc. (You should explain why attendance is either essential, or the most cost effective way to develop the new area of expertise.)

- Enhancing your reputation as a researcher, teacher, scholar, artist and/or professional status or career by the presentation of papers, exhibitions of work, performances, presentations, etc.

- The writing of papers and books for which the research is complete.

- Curriculum development projects are not eligible.

B. **Indicate Value of Project** to the applicant's professional career, as well as to the University and other faculty, librarians and professional staff, (e.g., follow-up, in-house seminars). This is a major criterion. A statement of the applicant's professional interest and courses taught at MSU, together with pertinent previous work should be included.

C. **Discuss Anticipated Results** and indicate the time frame of the project. Give specific dates during which the funds will be expended. **Projects for this application cycle must be conducted during the period 01/01/2018- 9/01/2018.**

III. BUDGET SHEET AND BUDGET NARRATIVE

IV. TWO PAGE RESUMÉ – Extra pages will be discarded

V. ASSESSMENT WITHIN THE PAST 5 YEARS (See page 76 of Local Selected Procedures Agreement)

VI. TWO PAGE REPORT OF MOST RECENT CD AWARD (if any)
NOTIFICATION OF AWARD

Each candidate will be notified in writing of the final funding decision.

OBLIGATIONS OF THOSE WHO RECEIVE CD AWARDS

A. Follow University purchasing and accounts payable procedures.

B. Submit all receipts for reimbursement.

C. Implement the project as submitted. Modification of any approved project must be submitted to the Committee in writing for its approval.

D. Submit a final report on the project by October 1, 2018.
### CAREER DEVELOPMENT COVER SHEET

**January 2018-September 2018**

#### APPLICANT DATA:

| Name: | 
| Rank: | 
| College/School: | 
| Department: | 
| Office Location: | 
| Phone: | 
| Email: | 
| Project Title: | 
| Inclusive Dates of Proposed Project (mm/dd/yy): | 

#### PREVIOUS CD AWARDS (within the last 5 years):

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Project Title</th>
<th>Date Report Filed (mm/dd/yy)</th>
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<tbody>
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#### APPLICANT’S REQUEST (must equal Budget Sheet):

<table>
<thead>
<tr>
<th>Summer Stipend</th>
<th>Monetary Expenditures</th>
<th>Total Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________</td>
<td>$___________</td>
<td>$___________</td>
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</tbody>
</table>

Have you received support or have you submitted this project or closely related projects to any other funding source (i.e. external grant requests, sabbatical leave, Separately Budgeted Research, Travel Support, etc.)? (If yes, attach a list and explanation of other support.)

Yes: ________ No: ________

Have you been evaluated by your department’s Assessment Committee?

Yes: ________ No: ________

If yes, please attach a copy of the supporting Assessment Committee Statement to the application. Assessment must be within the past 5 years.

If no, please indicate why you have not been assessed:

Not Tenured: _____; Less Than 5 Years Beyond Tenure: _____; Professional Staff: _____
CAREER DEVELOPMENT BUDGET SHEET
AND BUDGET NARRATIVE

Applicant's Request

1. **Summer Stipend**
   (maximum amount that can be requested is $4,000)
   $_________

2. **Monetary Expenditure Requests**
   - Travel: $_________
   - Mileage ($0.53 per mile), per diem, etc.
   - Printing and office supplies $_________
   - Other supplies: chemicals, books, etc. $_________
   - Computer software $_________
   - Consultants $_________
   - Other Costs $_________

3. **GRAND TOTAL** $_________

4. **Budget Narrative**
   On a separate page, itemize proposed costs, including but not limited to:
   - Summer stipends may be requested for a maximum of $4,000
   - If equipment or supplies are requested, describe the materials specifically and state why existing university equipment does not suffice.
   - If travel expenses are requested, indicate modes of travel and length of stay. Travel regulations limit travel expenses to $0.53 per mile by auto, federal per diem rates for food and overnight lodging, unless when attending conferences if the conference hotel rate is higher. See MSU Travel Regulations for further travel guidance. If the proposal can be viewed as several smaller projects, itemize these.
   - Tuition costs and fees may only be requested when a Career Development Leave has been approved. Please see page 107 of the 2007-2011 Statewide Agreement for applicable language.
   - If costs for paper presentation are requested, attach copy of paper acceptance from meeting sponsors, if available. Any funding will be contingent on acceptance of the paper.

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