



# **MONTCLAIR STATE UNIVERSITY**

**Office of the Provost and Vice President for Academic Affairs**

**Phone: 973-655-4382 Fax: 973-655-7647**

**TO:** Full-Time Faculty

**FROM:** Richard A. Lynde

**DATE:** December 1, 2006

**RE:** University Distinguished Scholar Program

I am pleased to announce the FY2007 University Distinguished Scholar Program. As the attached material indicates, the purpose of the program is to recognize those of our colleagues with distinguished records of scholarly or creative achievement by providing an award of twelve (12) hours released time to pursue a scholarly or creative project which will result in a significant contribution to the field. One award will be provided during the 2006-2007 academic year.

Should you decide to be a candidate, the following materials should be submitted to your Dean's office by March 3, 2006: an application signed by your departmental chair, a summary of your past achievements, a description of how you propose to use the released time, and a current resume. These application materials will be reviewed by the College/School Research Committee which will recommend up to three proposals to the University Distinguished Scholar Committee by March 2, 2006. This Committee will recommend a candidate to the President by April 12, 2006.

The Office of Research and Sponsored Programs will serve as the administrative liaison for the process.

## **UNIVERSITY DISTINGUISHED SCHOLAR PROGRAM**

The purpose of the University Distinguished Scholar Program is to recognize those members of the faculty who have distinguished records of scholarly or creative achievement. An individual identified as a University Distinguished Scholar will receive a grant of twelve (12) hours of released time, to be used in a single semester, to pursue scholarly or creative activities of a significant nature.

### **UNIVERSITY DISTINGUISHED SCHOLAR COMMITTEE**

The University Distinguished Scholar Committee will be composed of the Chair, or his/her designee, of each of the five College/School Research Committees. The Committee will elect a chair from among its members. Terms of office on the Committee will be concurrent with the terms of each member on his/her College/School Research Committee. The Union and Administration shall each appoint a member without vote. The role of the Union Observer is to ensure that the process is in accordance with the terms of the statewide agreement and LSPA. The administrative representative convenes the committee and serves as a liaison for the process.

### **PROCEDURE**

Faculty members may either apply or be nominated for consideration in the University Distinguished Scholar program. In either case, candidates must provide evidence of a substantial record of outstanding scholarly or creative work and present a proposal for the use of the released time which shows promise of resulting in a significant contribution to the selected field. The Committee will consider both past performance and the proposed work in making its recommendations.

Each College/School Research Committee shall annually evaluate materials submitted by faculty members from the College/School(s). Up to three or a maximum of 25% of the proposals submitted may be forwarded, without ranking, from each College/School to the University Distinguished Scholar Committee.

The University Distinguished Scholar Committee will review the materials forwarded from the College/School(s) and will recommend to the President the name of the candidate deemed most worthy of designation as the University Distinguished Scholar. The initial University Distinguished Scholar Committee shall develop and disseminate a clear statement of the form in which supporting materials are to be submitted, the procedure for evaluation and the manner in which the University Distinguished Scholars are to report the results of their work to the Committee. When changes in the procedures are deemed necessary, they shall be the responsibility of the outgoing Committee. The guidelines developed by the Committee shall be submitted to the Provost's designee for review consistent with the terms set forth in the LSPA.

**UNIVERSITY DISTINGUISHED SCHOLAR PROGRAM  
FY2007 Application**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Office Phone** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Inclusive Dates for Project:** \_\_\_\_\_

On additional pages please provide a summary of your previous record of scholarly/creative work, and a proposal for the use of released time which will result in a significant contribution to your field. Please attach a copy of your current resume. The Committee suggests the conventional format for the proposal: summary, introduction, problem statement, objectives, methodology and evaluation. The University Research Committee requires an original and seven copies.

**Recommendations:**

\_\_\_\_\_  
Department Chair \_\_\_\_\_  
Date

\_\_\_\_\_  
College/School Research Committee Chair \_\_\_\_\_  
Date

\_\_\_\_\_  
Dean \_\_\_\_\_  
Date

\_\_\_\_\_  
Distinguished Scholar Committee Chair \_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Affairs \_\_\_\_\_  
Date