

# Teaching Faculty Advancement Program (TFAP): Call for Applications, Criteria, and Calendar

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## Purpose, Eligibility, and Scope

1. **Purpose:** The TFAP provides up to twelve (12) TCH or load reassigned time for Teaching Faculty (TF) over the course of a five-year appointment to deepen knowledge, enhance pedagogy, and innovate in teaching practice (e.g., discipline study, curriculum redesign, mentorship, community outreach), with the possibility for a supplemental budget of up to \$2,500 for expenditures in support of the TFAP activities.
2. **Eligibility :** TF who are:
  - a. In a five-year appointment or will be appointed into a five-year appointment in the academic year for which the reassigned time is being requested:
    - i. For twelve (12) month TFs: September 1st through August 31st.
    - ii. For ten (10) month TFs: September 1st through June 30th.
  - b. Consistent with Section 6.4 of the Agreement, a TF may receive up to twelve (12) total TCH of TFAP reassigned time over the course of a five-year appointment.
3. **Available TFAP Terms:** An application will propose a specific TFAP award consisting of one (1) or two (2) academic terms, and will specify the amount and distribution of TCH requested within the twelve (12) TCH maximum available over the course of the five-year appointment.

## Application Materials

1. Current curriculum vitae (CV);
2. a description of the proposed professional development activities that speaks to the purpose of the TFAP program (not to exceed three (3) pages, single-spaced text with a minimum eleven-point (11-point) font size);
3. bibliography/references for the description, if applicable, not to exceed one (1) page;
4. any supplemental supporting materials the applicant wishes to provide (optional);
5. budget request, with rationale, not to exceed two (2) pages, sent separately via link (optional and more information below).

**D. Calendar for Applications, Review, and Notification**

a. The call for applications, specification of the required application materials, and other necessary instructions for application, shall be disseminated no less than thirty (30) business days prior to the deadline for application. (§ 6.4.D; page 25).

*All deadline are 4:30pm EST*

**Monday, February 23** Call for TFAP applications. The call will be posted on the Provost's website along with application links, details, and criteria

**Monday, March 23** TFAP applications are due via Interfolio; applicants complete the optional TFAP budgetary request via the survey link

**Thursday, April 9** Initial concurrent reviews and recommendations of application by Chair/ADF and Dean due to applicant

**Friday, April 17** Last day for applicant to request a conference with Chair/ADF and/or Dean and/or give a written response

**Thursday, April 23** Final recommendation due to applicant by Chair/ADF and Dean

**Friday, May 1** Last day for applicant to provide written response to Chair/ADF and/or Dean

Application forwarded to Provost or designee

**Monday, May 18**

Provost or designee shall provide timely written notice of acceptance or non-acceptance to applicant as well as responses to optional budget request

### Supplemental Budget Requests - Optional (subject to available funding)

If a TF intends to submit a budget request, these requests are due on the same days the TFAP application but are submitted separately via the link below. Budget requests are only reviewed by the Provost or their designee, and budgets may be granted in part or in whole. Budget requests are not a factor in supporting or not supporting a TFAP proposal. Important: Late submissions will not be reviewed.

[Qualtrics Link](#) to Submit Budgetary Support

In total, budgetary support requests cannot exceed \$2,500.

Support request categories:

- Domestic travel and/or international travel
- International housing in residence
- Materials
- Other activities

The budget request will include specifics in these categories, accompanied by a rationale explaining how each budget item supports the proposed activities (up to 2 pages).

### Criteria and Reviewer Evaluation

Reviewers will evaluate applications, awarding up to 16 points for each application with each criterion on a scale of 1-4, with 4 being the highest score, based on the following criteria:

- 1. Alignment with TFAP Purpose and Goals**

The TFAP provides time for members of the Teaching Faculty to deepen and expand their knowledge and skills related to their academic discipline, including pedagogical content knowledge and innovations in teaching practice.

**2. Project Quality and Feasibility**

The quality, depth, and organization of the proposed project, and the likelihood that the applicant can complete the proposed activities within the requested timeframe, and utilize the allocated TCH effectively.

**3. Impact on Teaching Practice and Curriculum**

The potential for the proposed activities (such as discipline -specific study, curriculum redesign, program development, or assessment/evaluation) to directly enhance the applicant's instructional methods, course content, or academic unit's programs.

**4. Connection to Ongoing Work**

The degree to which the proposed activities connect the proposed activities to the ongoing teaching practice of the applicant.

At each stage of the review process, applicants will receive numeric scores and a review that is no longer than 250 words that addresses the strengths and concerns, if warranted, of the application, as well as a positive or negative recommendation.

The Provost, or designee, shall confer with deans, applicants, and their respective department chairpersons/area coordinators (or school directors and ADFs) to determine if a TFAP award has the potential for an adverse collateral effect on the operations of a department, school, or academic program. Changes in the timing of TFAP award may be addressed via mutual agreement among the applicant, the responsible dean and the Provost or designee.

For applicants whose proposals are accepted, the Provost or their designee will also detail how many TCH will be awarded and what, if any, budgetary support will be provided.

## Awardee Responsibilities

### **Interim Report** (Two-Term Awards):

Individuals with two-term awards must submit an interim status report (max of 2 pages) no later than thirty (30) calendar days after the end of the first term. The report summarizes progress and changes in planned activities or expected outcomes and will be sent to the dean or their designee and the provost or their designee.

### **Final Report**

Each participant must file a summary report (max of 2 pages) no later than thirty (30) calendar days after the end of the final term. The report must list all resulting work products, presentations, performances, grant proposals, new curricula, and related work facilitated by the TFAP. It will be sent to the dean or their designee and the provost's office via [academic-personnel@montclair.edu](mailto:academic-personnel@montclair.edu).