MONTCLAIR STATE UNIVERSITY

Office of the Provost and Vice President for Academic Affairs
Phone: 973-655-4383

TO: Faculty, Librarians and Professional Staff in the Negotiating Unit*

FROM: Dr. Willard P. Gingerich, Provost and Vice President for Academic Affairs

Date: December 7, 2018

RE: Career Development – July 2019 - June 2020

Information concerning eligibility may be found in the Local Selected Procedures Agreement (LSPA) July 1, 2015 - 2019, Section 14-14.3.9 and in the Agreement, State of New Jersey, Council of NJ State College Locals, AFT-AFL/CIO, July 1, 2015 – 2019, page 54-59.

December 7, 2018 CD announcement to all eligible faculty, librarians and professional staff

February 8, 2019 CD applications due to ORSP via Cayuse

April 3, 2019 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/) is due by February 8th. 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, routed, and approved by all necessary individuals via Cayuse 424 by the deadline. Late 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 07/01/2019- 06/30/2020.**

III. BUDGET SHEET AND BUDGET NARRATIVE

IV. TWO PAGE RESUMÉ – Extra pages will be discarded

V. FACULTY: FIVE YEAR CAREER ASSESSMENT WITHIN THE PAST 5 YEARS
(See page 76 of Local Selected Procedures Agreement).

PROFESSIONAL STAFF: LAST, COMPLETE REAPPOINTMENT PAPERWORK

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

PRIORITIES

The following are the priorities for Career Development.

Tier One

- Tenured faculty who have gone through a Five Year Career Assessment, submitted it and have identified an area in need of development
- Tenured librarians
- Professional staff on multi-year contracts

Tier Two

- Tenured faculty prior to their having five years post tenure

Tier Three

- Untenured faculty
- Untenured librarians
- Professional staff without multi-year contracts

ELIGIBILITY

Tenured faculty that are due for a Five Year Career Assessment and have never went through the process are ineligible.

Any applications that are not complete are ineligible.

NOTIFICATION OF AWARD

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

OBLIGATIONS OF THOSE WHO RECEIVE CD AWARDS

- Follow University purchasing and accounts payable procedures.

- Submit all receipts for reimbursement.

- Implement the project as submitted. Significant modification of any approved project must be submitted to the Committee in writing for its approval.

- Submit a final report on the project by December 2, 2020. Awardees that do not submit a final report will be ineligible to apply for future funding.

CAREER DEVELOPMENT
SUBMISSION INSTRUCTIONS

All applications must be submitted using the Cayuse 424 proposal submission system. After completing the application per the guidelines above, please follow the directions below:

1. Go to https://montclair.cayuse424.com/ and log in using your MSU NetID and password.
2. Click on **Cayuse 424** and choose **Proposals** from the main menu.
3. Select the **Create Proposal** button at the top of the screen.
4. Click the radio button next to **Other Proposal** and then press the **Create** button.
5. On the **Create Proposal** screen, fill in the following information:
    - *Proposal Name:* Enter **FY20 Career Development_Last Name**.
    - *Principal Investigator:* The applicant will search for his or her last name using the **PI Search Box**. (Note: If the applicant's name does not appear in the search, please contact Sam Wolverton at wolvertons@montclair.edu.)
    - *Organization:* Select **Montclair State University** from the dropdown menu.
    - *Default IDC Rate:* Select **On Campus_Salary and Wages** from the dropdown menu.
    - *# of Budget periods:* Select **1**.
    - *Due Date:* Enter **02/08/2019**.
    - *Validation Type:* Leave this as **Other - Minimal**.
6. On the left-hand side of the screen, under **Proposal Summary**, click on **Supporting Documents**.
7. Click the **Add** button on the **Supporting Documents Attachment Page**. In the **Upload attachment** window, complete the following:
    - Select **Choose Final** and select the application file from the applicant's computer.
    - Enter **Career Development Application** as the Attachment Name.
    - Click the **Upload** button.
8. On the left-hand side of the screen, select **Routing & Approval**. Click the button next to **Edit Chain?** and complete the following in the **Edit Routing Chain** window:
    - Click the green cross button under the applicant's name. Search for the last name of the applicant's Department Chair or Supervisor (Professional Staff) in the

Search box. Select the correct person in the Search Results box and click the **Add to Chain** button at the bottom of the screen.

- Click the **Edit Chain** button again and repeat the search process to add the applicant's Dean or Division Vice President (Professional Staff).
- Repeat the search process again to add Kathryn Dorsett as the last person in the Routing Chain.
- Click the **Close Edit Chain Window** button.

9. Once the Routing Chain is complete (consisting of the applicant, applicant's Chair or Supervisor, applicant's Dean or Vice President, and Kathryn Dorsett), click the box next to the applicant's name to initiate the submission process.

Once the application has been fully routed and received by ORSP, the applicant will receive and automated message from Cayuse that the routing process is complete.

CAREER DEVELOPMENT COVER SHEET

July 2019-June 2020

APPLICANT DATA:

Name:	
Rank/Position:	
Date of Hire:	
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):

Academic Year	Project Title	Date Report Filed (mm/dd/yy)

APPLICANT'S REQUEST (must equal Budget Sheet):

Summer Stipend	Monetary Expenditures	Total Requested
$_____	$_____	$_____

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: _____

If Faculty: have you been evaluated by your Department's Five Year Career Assessment Committee?

Yes: _____ No: _____

If yes, please attach a copy of your last, complete Five Year Career Assessment to the application. Assessment must be within the past 5 years.

If no, please indicate why you have not been assessed:
Not Tenured: ____; or Less Than 5 Years Beyond Tenure: ____

If Librarian: please indicate if you are:
Tenured: ____; or Not Tenured: ____

If Professional Staff: please indicate if you are on a:
Multi-year contract: ____; or Single year contract: ____. Please attach a copy of your last, complete reappointment paperwork to the application.

CAREER DEVELOPMENT BUDGET SHEET
AND BUDGET NARRATIVE

	Applicant's Request
1. Summer Stipend (maximum amount that can be requested is $4,000)	$_____
2. Monetary Expenditure Requests	
Travel: Mileage ($.54 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 $0.54 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 pages 58-59 of the 2015-2019 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.

Applications are due by February 8, 2019 via Cayuse 424
(https://montclair.cayuse424.com/).
Cayuse 424 is MSU's application submission and automated electronic proposal routing system.

It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by the deadline. Late applications will not be considered.