



# MONTCLAIR STATE UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

Phone: 973-655-4383

**TO:** Full-Time Faculty

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

**DATE:** December 1, 2018

**RE:** FY2020 University Distinguished Scholar Award

I am pleased to announce the FY2020 University Distinguished Scholar Award. The purpose of this award is to recognize a colleague who has developed a distinguished record of scholarly or creative achievement. The award provides twelve (12) credit hours of released time, to be used in a single semester, to pursue a scholarly or creative project that will result in a significant contribution to the field. A single award will be provided during the 2019-2020 academic year. I encourage all eligible faculty to submit an application for this prestigious award.

If you should decide to apply, attached please find an application. The following materials should be submitted to ORSP via Cayuse 424 by **February 8, 2019**: an application, a summary of your previous record of scholarly/creative work, a proposal for the use of released time which will result in a significant contribution to your field and a current curriculum vitae. These application materials will be reviewed by your College/School Research Committee. Up to three or a maximum of 25% of the proposals submitted may be forwarded, without ranking, from each College/School to the University Research Committee. College/School Research Committees decide if applications will be forwarded by **March 20, 2019**. The University Research Committee will recommend the names of two candidates deemed worthy of designation as the University Distinguished Scholar to the President in Spring 2019.

The Office of Research and Sponsored Programs will manage the process, but will not be involved in the selection of the award. If you have any questions, please contact Kate Dorsett, Sponsored Programs Administrator, at [dorsettk@montclair.edu](mailto:dorsettk@montclair.edu) or at extension 6927.

## **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) credit hours of released time, to be used in a single semester, to pursue scholarly or creative activities of a significant nature. Individuals who have received a sabbatical in the previous three academic years or who have been awarded a sabbatical for academic year 2019-2020 are ineligible for this award.

### **UNIVERSITY DISTINGUISHED SCHOLAR COMMITTEE**

The University Distinguished Scholar Committee will be composed of the Chairs, or their designee, from each of the 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 over a significant period of time and present a proposal for the use of the released time which shows promise of resulting in a significant contribution to the selected field. In making its recommendations, the Committee will consider both:

1. Proposed work
  - Relative importance of scholarship to the individual faculty member, to the college/university, and to the field
  - Whether the proposed project is connected to some larger area of scholarship and builds on previous work in the field
  - How innovative is the proposed project
  - Potential impact of the proposed project to the field
  - How the proposed work will be transformative
2. Past performance
  - How past work connects with the current proposed work
  - Whether the past work demonstrates achievability of the proposed work

Each College/School Research Committee will 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 Research Committee.

The University Distinguished Scholar Committee will review the materials forwarded from the College/School(s) and will recommend to the President the names of two candidates deemed 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 and Vice President of Academic Affairs's designee for review consistent with the terms set forth in the LSPA.

**UNIVERSITY DISTINGUISHED SCHOLAR APPLICATION  
FY2020**

**APPLICANT DATA:**

<b>Name:</b>	
<b>Rank:</b>	
<b>College/School:</b>	
<b>Department:</b>	
<b>Office Location:</b>	
<b>Office Phone:</b>	
<b>Email:</b>	

  

<b>Previous Sabbaticals (if applicable):</b>	
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On additional pages please provide a summary of your previous record of scholarly/creative work, a proposal for the use of released time which will result in a significant contribution to your field and a current curriculum vitae. Please attach a copy of your current curriculum vitae. The Committee suggests the conventional format for the proposal: summary, introduction, problem statement, objectives, methodology and evaluation.

**See below for submission instructions via Cayuse 424.**

## UNIVERSITY DISTINGUISHED SCHOLAR SUBMISSION INSTRUCTIONS

Applications are required to be submitted via 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 UDS\_Your 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](mailto: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 **University Distinguished Scholar 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 Kathryn Dorsett.
  - Click the **Close Edit Chain Window** button.
9. Once the Routing Chain is complete (consisting of the applicant 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. **It is the responsibility of the applicant to ensure that his/her application is complete, routed, and received via Cayuse 424 by February 8, 2019.**