

MONTCLAIR STATE UNIVERSITY

FACULTY SCHOLARSHIP PROGRAM

INTRODUCTION

In *Montclair State University at the Centennial: 1908-2008*, the University's strategic plan, the twin goals of excellence in teaching and the generation of new knowledge and understanding through scholarship, research, and artistic activities are identified as essential to fulfilling the University's mission. While excellence in teaching and learning has long been a trademark of the University, the creation of new knowledge and the development of innovative applications of existing knowledge have more recently become equivalent to teaching and learning as defining characteristics of the University. As the University evolves toward Carnegie Doctoral/Research University – Intensive status, it is committed to providing enhanced support for the scholarly pursuits of the faculty and broad flexibility in the conceptualization and pursuit of their creative and scholarly goals. The Faculty Scholarship Program [FSP] provides the flexibility for participating faculty to align their professional goals and objectives with the mission and goals of the University and the respective schools, colleges, and departments. Central to the FSP is the definition of scholarship as discipline-based, formal inquiry or creative expression that expands, enhances, or applies knowledge. The results of such scholarly or creative expression, after rigorous review, are shared in significant and accepted national and/or international scholarly or artistic venues.

THE PROGRAM

The University recognizes two basic instructional assignment patterns for faculty members: 1) Teaching Emphasis – annual instructional load of 24 teaching credit hours (TCH), and 2) FSP – reduction of the 24 TCH instructional load by up to six TCH of on-load time, typically three TCH per semester, for added emphasis on a scholarly or artistic agenda.

Tenured faculty wishing to participate in the FSP for the first time or as a renewal must prepare and submit 1) a Scholarly Agenda¹ for review as described in FSP: Proposal Development and Review Process² and 2) a current C.V. FSP awards are for five years. A summary report of accomplishments should be submitted along with the application for continuation in FSP in the fall of the fifth year and will include 1) a summary of the scholarship/creative work accomplished 2) evidence of peer review, dissemination, and communication of the scholarship/creative work to appropriate audiences and 3) a description of any work in progress and a timeline for its completion. A brief update on project activities will be due at the mid-point of the award period so that the Dean may learn of any changed direction and/or early accomplishments or obstacles encountered by the participant. In the unlikely circumstance of a lack of demonstrated progress on anticipated outcomes, the Dean may require an updated interim report after a period of time mutually agreed on with the participant, may consider early cancellation of the project, or may consider other appropriate action.

Probationary, tenure-track faculty members are automatically deemed to be participants in the FSP from the spring term of their first year of appointment through the conclusion of their probationary period. As part of the New Faculty Program, which occurs in the fall term of the first year of their appointment, probationary tenure-track faculty members will prepare a Scholarly Agenda¹. Evaluation of a tenure-track faculty member's scholarly progress against the Agenda will occur via the regular reappointment process. In the tenure application the candidate will prepare a new Scholarly Agenda which will justify the award of a new FSP and the award of tenure will simultaneously confer a five-year FSP award. As a consequence, the first time a new faculty member would apply separately and exclusively for the FSP would be in the fall of the fifth year following the award of tenure.

¹ See Appendix A

² See Appendix B

ELIGIBILITY

Faculty participating in the FSP program will generally receive six TCH per year of reassigned time. Faculty who are assigned TCH for purposes other than instruction which are determined by the Administration to be critical to the mission of the University, school/college and/or the department are eligible to apply for the FSP in addition to their administrative time. Under no circumstances will the total of FSP and administrative reassigned time total more than six (6) TCH per semester unless the extra reassigned time is 1) paid for from external funds at full proportional salary, or 2) specifically approved by the Provost. The instructional load of all faculty members, including those with reassigned time, must include at least one standard class each semester and may include up to four standard classes for faculty not participating in FSP.

Faculty participating in FSP are ineligible for overload, except for fractional overload of less than 3 credits per semester required to balance schedules or accommodate independent studies as approved by the Dean.

Department chairs or others involved in departmental or program administration who receive twelve or more TCH per year to perform administrative functions may also participate in this program. They may apply for up to six TCH of support each year from the FSP, but, in any event, must teach at least one course per semester.

DEFINITIONS AND EXPECTATIONS

SCHOLARSHIP--Scholarship is a core activity in a Doctoral/Research Intensive university. All faculty members are expected to be productive scholars or artists. The University's definition of scholarship is intentionally broad to allow faculty to engage in a variety of both traditional and innovative activities that generate new knowledge and understanding. Included are the scholarships of:

- *Discovery*: scholarship that adds to the field of knowledge of a particular discipline or combination of disciplines;
- *Pedagogy*: scholarship that adds to the knowledge and understanding of teaching;
- *Integration*: scholarship that makes connections among existing ideas within and/or across disciplines to provide new understandings;
- *Application*: scholarship that applies knowledge to issues of contemporary social concern in a manner that generates new intellectual understandings;
- *Engagement*: scholarship that applies knowledge and skills to elucidate the relationship between theory and practice in order to address significant local, national, and global issues; and
- *Aesthetic Creation*: the production of works of art in any medium, including the performing, visual, and literary arts.

Faculty members engaging in any one of these forms of scholarship are expected to share their experiences with the wider academic community. The projects in which they engage should reach a level of excellence sufficient to yield materials which, following rigorous external peer review, are selected for dissemination through published articles and books, juried shows and recitals and other national/international venues accepted as equivalent to these within the faculty member's discipline. Faculty members are also expected to participate regularly in conferences and colloquia where they share their scholarship with their colleague scholars.

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Montclair State University

FSP: The Scholarly Agenda

The Scholarly Agenda is a concise written statement of the status of a faculty member's ongoing scholarly or artistic efforts and the direction those efforts are likely to take over the next several years. The general expectation is 2 to 4 pages, although unique situations can lead to exceptions. Where an attachment will provide essential information, such as might be the case for a visual artist, it may accompany the Agenda.

While the format of the agenda will be unique for each individual, there are several elements which need to be included in all Agendas.

- Theme(s) Around which the Scholarly/Artistic Endeavors are Organized

The Agenda should clearly articulate the theme or themes that will be central to the scholarly or artistic activity. The scholarly agenda should delineate how the scholarly/artistic work is germane to the field of study. The significance of the work within the ongoing scholarly/artistic activities of the applicant and its relevance to the academic programs of her/his department should be clearly and succinctly stated.

- Expertise Applied to Implementing the Scholarly/Artistic Agenda

Most commonly, the Agenda will be a continuation of a scholarly or artistic agenda that the applicant has pursued previously. When this is the case, the applicant should summarize significant outcomes over the course of the previous five years and, if applicable, identify the work of collaborators that might be relevant to the successful continuation of the project or projects. In the event that the applicant is proposing a new focus for her/his scholarly or artistic activities, she/he should provide evidence that she/he is thoroughly conversant with the existing body of related scholarship or artistic endeavor and that the agenda is both reasonable and achievable within the context of that scholarship or artistic endeavor.

- Anticipated Outcomes

Understanding that scholarly and artistic intentions often take unexpected detours, the applicant should describe what will lead her/him four years hence at the time of application for tenure to consider her/his scholarly or artistic pursuits to have been successful. While this will generally include plans for sharing the results of the scholarship or artistic efforts with colleague scholars and artists in substantial venues—journals, books, professional meetings, juried shows, or recitals, for example—it might also include other evidence of scholarly or artistic recognition—for example, the award of grants and/or fellowships to support the scholarly or artistic activity.

With the tenure application the candidate will prepare a fully revised and updated Agenda which will serve to justify the award of an additional five years of FSP.

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FSP: Proposal Development and Review Process For Continuation, Modification or New Scholarly Agendas

I. FSP PROPOSAL

A. Mission Statements

The University shall provide a copy of the University Mission Statement and a statement of goals of the college/school to the applicant upon request to the Dean.

B. Department Review

The applicant shall submit her/his proposal to the Department Chairperson/designee no later than the date stipulated in the administrative calendar. Within five (5) working days, the Department Chairperson/designee will read the proposal and inform the applicant in writing of the recommendation. The Department Chairperson/designee may approve, disapprove or request modifications in writing to the applicant.

If the Chairperson/designee has requested modifications or has disapproved the proposal and the applicant believes she/he may benefit from discussion with the Chairperson as to how to generate a successful proposal, she/he may, within three (3) working days, request a meeting to review the proposal with the Chairperson/designee. The applicant will have five (5) working days from the date on which the meeting is held within which to submit a revised proposal to the Chairperson/designee.

The Chairperson/designee will indicate either approved or disapproved on the requisite form, send one copy to the applicant and forward the other copy and the applicant's proposal to the Dean.

C. Dean's Review

Within ten (10) working days of receiving and reading the applicant's packet, the Dean will inform the applicant of her/his decision. The Dean may approve, disapprove, or request modifications in writing to the applicant.

If the Dean has disapproved or requested modifications and the applicant believes she/he may benefit from discussion with the Dean as to how to generate a successful proposal, she/he may within three (3) working days, request a meeting to review the proposal with the Dean. The applicant will have five (5) days from the date on which the meeting is held within which to submit a revised proposal to the Dean.

The Dean will inform the applicant in writing of her/his approval or disapproval of the proposal. If the Dean disapproves the proposal, she/he will provide written reasons for such disapproval.

D. Appeal to the Provost

The applicant may appeal a negative recommendation/evaluation to the Provost for her/his decision in writing.

II. FSP REPORT

A. Interim Report

Faculty who have received a five-year award will submit an interim report to the dean at the mid-point of the award period. The report will include a restatement of the goals identified in the proposal, a summary of the accomplishments of the first two years of effort, a description of, and rationale for, any changes in the goals as a result of the work already accomplished, and a restatement of the anticipated scholarly products that will result from the research/artistic efforts.

In the unlikely circumstance of a lack of demonstrated progress on anticipated outcomes, the Dean may require an updated interim report after a period of time mutually agreed on with the participant, may consider early cancellation of the project, or may consider other appropriate action.

B. Summary Report of Accomplishments

Each FSP participant shall file a summary report of accomplishments with the Department chairperson/designee and the Dean on the dates specified in the administrative calendar. Continuation in the program, for those who are reapplying, is contingent upon the timely submission of the report and evidence in the report that the objectives of the project and program are being met. Faculty wishing to apply for a new FSP cycle may incorporate the Summary Report into the Scholarly Agenda prepared for the renewal review. For faculty opting out of FSP at this point, the Summary Report is sufficient for concluding their participation.

1. Department Review

Within five (5) working days of receipt of the applicant's report the Chairperson/designee shall comment on the report in writing and forward such comments to the applicant. The applicant may respond in writing to the Department Chairperson or designee's comments within five (5) working days.

The report and Department Chairperson's comments shall be forwarded to the Dean by the date stipulated in the administrative calendar.

2. Dean's Review

Within ten (10) working days of receipt of the participant's packet, the Dean shall provide the participant with a written evaluation of the participant's work as reported. The participant may respond in writing within five (5) working days to the Dean's written evaluation.

III. Integrity of Documentation

In the event any evaluation of a faculty member's work as described above is transmitted or used in any fashion, all written responses by the faculty member must be attached.

IV. Distribution of FSP Credit

FSP credit will normally be distributed between the fall and spring semesters. Faculty, as part of the application, may propose an alternative distribution and/or an out-of-cycle time line for their FSP project along with the rationale for the alternative. This will be granted except where such an allocation would create otherwise insoluble problems for the delivery of educational services by the department.

V. Duration and Termination

This Agreement shall remain in full force and effect from September 1, 2005 until June 30, 2007. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other written notice of its desire to terminate, modify, or amend this Agreement. Such notice shall be given the other party in writing no later than 60 days prior to or succeeding the expiration of the Statewide Agreement of July 1, 2004-June 30, 2007.

FSP, SEPARATELY BUDGETED RESEARCH, AND CAREER DEVELOPMENT

All TCH for scholarly/creative activities will be awarded through the Faculty Scholarship Program; none will be provided from Separately Budgeted Research or Career Development programs. All individuals will remain eligible to apply for summer stipends and cash awards to cover incidental expenses related to scholarly/creative activities throughout the year from the SBR program. All individuals remain eligible to apply for up to 3 TCH of released-time per year for alternative development activities and non-released-time support from the Career Development program.

