THE COLLEGE OF NEW JERSEY
SCHOOL OF SCIENCE

EXTERNAL SCHOLARLY MENTOR PROGRAM
FOR 2018-2019

REQUEST FOR PROPOSALS

Proposal Deadline: October 19, 2018
Submit proposal electronically, with all elements combined into a single PDF file.
Announcement of Awards: November 2018

Program Purpose

This External Scholarly Mentor Program is designed to support the scholarly development of tenured faculty members in the School of Science.

In a primarily undergraduate institution such as TCNJ, a faculty member is often the only person in her/his specific disciplinary field or subfield. As such, access to successful teacher-scholars in one's scholarly field may be limited, and this can make a difference in one's scholarly development.

The goal of this funding initiative is to provide support in helping tenured faculty members to strategically enhance the development and growth of their research programs, by connecting them with a mentor from another institution who has been highly successful in the TCNJ faculty member's field of interest. Interactions with the external scholarly mentor should help the TCNJ faculty member more effectively: (1) refine the scope and trajectory of their overall research program; (2) advance and manage their current research project(s); (3) increase their production of publications and grant proposals; and (4) balance their teaching, research, and service roles. Additionally, networking with and through the external mentor will help to increase visibility of the TCNJ faculty member's research.

Awards include three funding components. (1) The external mentor will receive a stipend ($2,000) for the one-year engagement with the mentee. (2) The TCNJ faculty member will receive travel funding to visit the mentor's home institution and/or to host the mentor for a visit to TCNJ. These multi-day visits will facilitate direct and extensive interaction between the external mentor and the TCNJ faculty member. (3) The TCNJ faculty member will receive funding to directly support the research-related recommendations of their mentors (up to $2,000). Once awards are made, each awardee will submit a budget request(s) during the one-year award period for their travel and research needs.

Eligibility

All full-time, tenured faculty members in the School of Science are eligible to apply for an external scholarly mentor award. Although faculty members at the rank of professor are eligible (to catalyze new projects or research directions), preference will be given to teacher-scholars at the assistant and associate professor ranks.

An awardee cannot be the recipient of both this award and a School of Science mini-grant to support faculty research in the same year. If this occurs, the awardee must decline one of the awards.

Awardees of an external scholarly mentor award are not eligible to apply again for five years following the completion of their award.

Proposal Requirements and Deadline

Applicants should submit her/his proposal electronically (with all elements combined into a single PDF file) by **4:00 pm, Friday, October 19, 2018** to the School of Science Office at **science@tcnj.edu**.

Complete applications include three elements.

(1) *A narrative proposal*. The narrative proposal should be three to five (3-5) pages in length (single-spaced, 1" margins, no smaller than 11 pt font size), and it should include four sections:
  - (a) A description of the specific research project (and its proposed goals) on which the applicant will seek guidance from the external mentor.
  - (b) A description of the goals and trajectory for the applicant's overarching scholarly program.
  - (c) Why an external mentor will be helpful at this point in time in the applicant's career.
  - (d) How the award will be helpful in advancing the applicant's scholarly objectives and productivity with respect to advancing her/his career (i.e., positioning her/him for publishing, submitting a grant proposal, advancement in rank, etc.).

(2) *A list of possible mentors*. Applicants should submit a list of potential external mentors (two to five; 2-5), including a brief narrative rationale why each individual has been identified.

 Whereas the mentor may also be a research collaborator, the mentor should play a role that extends significantly beyond that of a typical research collaborator. Possible mentors do not have to only come from research-intensive institutions; a mid-career or senior colleague from a primarily undergraduate institution (PUI) who has been highly successful in the PUI environment could also be an appropriate mentor.

 Applicants should not contact potential mentors during the proposal phase; as discussed below, contact with mentors will occur after the awardees are announced.

 (3) *A current CV*. The CV can be submitted in any professional format convenient to the applicant.

Proposal Review

A five-member, peer-review committee will evaluate the proposals. The review committee will be comprised of School of Science faculty members, with a representative named by each department. To avoid clear conflicts of interest, no member of the evaluation committee will have a pending proposal.

It is the applicant's responsibility to present the proposed project in a clear, well-organized manner that effectively communicates all elements of the proposal to the review committee. Committee members

are prohibited from introducing any outside evidence or other information that is not included in the submitted proposals.

Proposals will be peer-reviewed based on three criteria, using the following 12-point evaluation rubric:
- (1) Potential impact on the applicant's professional and scholarly development (0-4 points).
- (2) Extent to which participation will increase the applicant's scholarly productivity (0-4 points).
- (3) Intellectual merit of the application, and feasibility of the proposed goals (0-4 points).

The review committee will rank-order the proposals based on the sum of those points, as translated into a scale where
- 12 = highest priority for funding
- 9 = fund if possible
- 6 = low priority for funding
- 0 = do not fund.

Selection of the External Mentor

Once the awards have been announced, each awardee will meet with their department chair and the dean to discuss and prioritize the choice of her/his external mentor.

Progress Report

Upon completion of the one-year program, each mentee will submit a progress report summarizing the following:
- (1) Scholarly outcomes over the course of the mentoring program.
- (2) Goals and timeline for advancing the awardee's scholarly program, including her/his planned outcomes (publications and grant proposals) over the next five years.
- (3) Goals for advancing the awardee's overall career, particularly in balancing/integrating their teaching, research, and service roles.
- (4) Reflections on lessons learned.
- (5) How the research funding was spent as suggested by the external mentor.