MEMO

DATE: April 18, 2016

TO: CLASS Regular Faculty

FROM: Kathleen Rountree
Dean, College of Letters, Arts, and Social Sciences (CLASS)

SUBJ: Summer Stipends Available for Eligible Faculty, Summer 2016

The College of Letters, Arts, and Social Sciences presents the following opportunity during Summer 2016.

Gaining Ground on Research Outcomes
A limited number of stipends are being made available to eligible faculty in order to provide them with concentrated time to work towards achieving an outcome of their current research agenda.

Research Agenda and its Outcomes
For this opportunity, the term “research agenda” is inclusive of both scholarly and creative work that comprises one’s professional achievement as an academic. An outcome is a tangible work product or deliverable that represents the significant milestone or moment in the time spent working one’s research agenda.

Eligibility
College tenured/tenure-track faculty are eligible to apply for a stipend. However, faculty participating in the Faculty Early Retirement Program (FERP) are not eligible.

Selection
The College Dean will select awardees based on a ranked list of recommendations produced by a committee of three to five (3-5) tenured/tenure-track College faculty. This committee will evaluate applications using the rubric provided with the application packet. Priority may be given to outstanding applicants who have received minimal to no release time for research activities during the previous academic year (AY 15-16). The College expects to award a maximum approximately $25,000 in stipends at $2,500 per stipend. Faculty may only apply for (and receive) one award.
Timeline
- Call for applications: April 18, 2016
- Deadline for receipt of application: May 6, 2016
- Notification of award: Week of May 31 to June 3, 2016
- Report on Completion along with proposed deliverable submitted to College office:
  Between July 18 and August 19, 2016.

Application
Application instructions and the deadline to apply are contained within the cover sheet.
Paperwork to process and pay stipends will be filed upon receipt of the Report on Completion
in the College office.

Questions
Questions about this opportunity may be addressed to:

  Rafael Hernandez
  Associate Dean for Faculty Affairs and Administration
  rafael.hernandez@csueastbay.edu
  510-885-3161

Attachments
- Cover sheet
- Narrative instructions
- Report on Completion
- Rubric

KR:rah
The College of Letters, Arts, and Social Sciences

Gaining Ground on Research Outcomes
Cover Sheet

Faculty

______________________________________________________________________ Date: / / 2016
Printed Name Signature Month Day

Email address

______________________________________________________________________

Department

______________________________________________________________________

Project title

______________________________________________________________________

A short title that aptly describes the work to be undertaken

Did you receive release time for any part of AY 15-16?
Circle one: Yes No

If so, for what purpose?

______________________________________________________________________

To apply, submit this cover sheet along with the required narrative in hard copy, with wet signature, to MB 1511 no later than 4 PM, May 6, 2016. Electronic submissions will not be accepted.
The College of Letters, Arts, and Social Sciences

Gaining Ground on Research Outcomes
Narrative Instructions

Along with the cover sheet, attach a narrative that answers the following questions within the given word limits.

I. Project Abstract (200 words max)
What is your summary of the work to be undertaken in a concentrated amount of time?

II. Project Significance (200 words max)
What is the significance of this work within your research agenda?

III. Potential Impact on Research, Teaching, and Advancing Student Learning (300 words max)
What impact might this work have within your field and/or on its associated peer group? What impact might this work have on your teaching and the advancement of student learning in the classroom?

IV. Deliverable (100 words max)
Along with the Report of Completion, what will you present as evidence of a research outcome being achieved as a result of this award?

Please remember to see the instructions on the cover sheet for application submittal.
The College of Letters, Arts, and Social Sciences

Gaining Ground on Research Outcomes
Report of Completion

Name

Printed Name

Project title

The title of the project as written on the cover sheet

Reflection on time taken to achieve the proposed research outcome
Attach a brief narrative that provides reflection on the concentrated time taken to work towards achieving an outcome your current research agenda. (500 words max).

Attach the proposed deliverable to this report.

The Report of Completion is due to MB 1511 along with the proposed deliverable between July 18 and August 19, 2016. Paperwork for payment of the stipend will be filed after receipt and verification of the Report of Completion and the proposed deliverable by the College administration.
The College of Letters, Arts, and Social Sciences

Gaining Ground on Research Outcomes

Rubric

Reviewer

________________________________________________________________________

Date:          /        / 2016

Printed Name                  Signature                  Month    Day

Applicant Name

________________________________________________________________________

Printed Name

Project title

The title of the project as written on the cover sheet

For each category below, score the applicant on a scale of 1 to 5 according to the prompts given. Provide the total score in the field provided.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project summary adequately describes clarity, completeness, and strength of statement of need/problem/activity.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Project provides a meaningful opportunity for advancing professional scholarship of the applicant.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Project’s outcome has the potential to significantly impact the applicant’s discipline/students/community.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Applicant adequately describes the suitability/feasibility of methods, staffing, and timeline of the proposed project.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Applicant adequately provides clarity and feasibility of the project’s endpoints (i.e., publication, performance, data collection, display, seeking external funding, etc).</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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Total Score: _______ / 25