**IMPLEMENTATION OF NJM URBAN INNOVATION FUND’S**

**AWARDS TO PRE-TENURE FACULTY**

**Timeline**

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| --- | --- |
| **Announcement made to campus community** | By April 1, 2017 |
| **Applications due** | May 1, 2017 |
| **Review by Faculty-Student Collaboration Council completed and a recommendation to the Provost made** | May 25, 2017 |
| **Awardees announced by the President** | June 1, 2017 |

**Process**

On April 1, 2017 Provost’s office sends out the announcement message with the RFP included. All applications are received in the Provost’s office by May 1, 2017. Applications are reviewed and ranked by Faculty-Student Collaboration Program Council. Names of the top candidates are forwarded to the Provost by May 25, 2017. The Provost reviews the proposed awardees’ applications and makes a recommendation to the President. Final approval of awards is made by the President by June 1, 2017. Within a year, recipient(s) complete their projects and submit a report to the Provost’s office by October 1, 2018.

**RFP**

On behalf of President Gitenstein and Provost Taylor, the Council for Faculty-Student Collaborations invites proposals from pre-tenure faculty to receive research and teaching support from the New Jersey Manufacturers Insurance Company Urban Innovation Fund.

*Purpose*

The purpose of this funding is to increase the involvement of TCNJ faculty and students with urban populations and issues through research and teaching/learning projects. These awards are meant to enhance TCNJ’s engagement with issues affecting its larger community. Projects that deal with the city of Trenton and the rest of the greater Mercer County regional area are particularly encouraged. It also supports faculty’s work that can broaden relevance of their research and teaching in understanding urban areas in New Jersey and nationally from a variety of perspectives.

The funding is intended to strengthen three of TCNJ’s Signature Experiences. Concretely, the program supports junior faculty members who engage students in mentored research; it focuses on urban issues and thus provide opportunities for these students to engage with the communities surrounding TCNJ; and faculty supported through the program have a clear plan on how to use what they learn about urban areas through their research to deepen the understanding of these issues by students in their classes.

*Awards and applications*

Two one-year awards of $3500 are available starting July 1, 2017. Proposals are due on May 1, 2017.

Pre-tenure faculty from all disciplines are encouraged to apply. This funding can be used to support course materials, research, travel, student and research assistant stipends, summer stipends for faculty, and scholarly activities including presenting findings related to the supported projects or courses designed to help address issues facing urban communities.

To apply, faculty should submit a 1) two-page narrative describing the proposed project, 2) one-page budget and 3) most recent CV.

The narrative of the proposed project should include the following:

* Summary of the project
* Proposed project’s goals
* Project’s methods and approach
* Ways to assess projects’ success
* Forms and levels of student involvement in the project
* Project’s broader impact, particularly, in relation to TCNJ’s Signature Experiences

Application as a single PDF document should be sent to [academic@tcnj.edu](mailto:academic@tcnj.edu) by May 1, 2017. Recipient(s) will be announced on June 1, 2017. At the completion of the projects and by October 1, 2018 award recipient(s) should submit a report of the project’s outcomes to academic@tcnj.edu.

*Selection*

The process of selecting recipients of this award is meant to be an intentional tool for engaging the TCNJ community in reinforcing faculty-student engagement and community engaged learning as signature experiences.

Applications will be read and ranked by Faculty-Student Collaboration Program Council. Names of the top candidates are forwarded to the Provost by May 25, 2017. The Provost reviews the proposed awardees’ applications and makes a recommendation to the President. Final approval of awards is made by the President by June 1, 2017.

*Evaluation rubric*

Score definitions:

0 absent / 1 poor / 2 barely adequate / 3 fair / 4 good / 5 very good / 6 excellent / 7 outstanding

Score the following categories based on how they are presented in the proposal, in both content and clarity.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coherence and quality of the project idea | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Potential of the project to fulfill the funding program’s purpose\* | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Specificity of goals | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Clarity and feasibility of scholarly/creative process (e.g. design, methods) | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Potential for high quality outcomes | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Level of discipline-appropriate student engagement in the project and potential for new skills and learning outcomes | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Level of discipline-appropriate faculty-student interaction | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Project provides opportunities for students to be involved in the local community | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Clear plan for how to integrate information from project into classroom | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

\*The score for this category will be multiplied by 2.