

Office of the Provost

CALL FOR PROPOSALS

Breakiron-Evans/Brockway

Pre-Tenure Faculty Excellence Awards

The Office of the Provost and Academic Affairs and the Professional Development Committee are pleased to announce Pre-Tenure Faculty Excellence Awards. The awards are intended to advance the development of research, creative, and scholarly streams as well as exciting pedagogical methods for newer faculty members, primarily through course reallocation. Ultimately, the awards are designed to enhance faculty members' success in meeting or exceeding the standards for tenure and promotion at Stetson University. Funding for these awards is provided through the generosity of Maureen Breakiron-Evans and Susan Brockway, longstanding members of Stetson University's Board of Trustees and advocates of academic innovation and excellence.

ABOUT THE BREAKIRON-EVANS/BROCKWAY FACULTY EXCELLENCE AWARDS

The award competition is open to pre-tenure faculty members on the DeLand campus who are in their second, third, or fourth year on the tenure track and who demonstrate evidence of developing an exceptional dossier in teaching/librarianship or research/creative inquiry at Stetson. Three awards of one course release (one academic unit) + \$1,000 or up to \$5,000 with no course release will be given in the 2023-2024 academic year. Applications that propose course release will be prioritized. Faculty members who receive a course release through the award must use the course reallocation; neither overload teaching nor course banking will be approved. Funding may support teaching/librarianship or research/scholarly/creative endeavors that align with the discipline or inter-/cross-disciplinary canons. Examples include:

Teaching/Librarianship

- Conceiving of a high-impact experiential practice, such as a semester-long simulation, semester-long information literacy/FSEM collaborative, or a new studio or laboratory experience
- Rethinking the entire sequence of core courses for the department/major/program
- Organizing a pedagogical conference at the DeLand campus
- Purchasing material related to course design and course execution (possibly through grant application)

Scholarship

- Launching a peer-reviewed publication (*e.g.*, journal) housed at Stetson

- Producing scholarly materials intended for submission in top-tier peer reviewed venues (*e.g.*, high impact factor, h-index, flagship)
- Organizing an academic conference with proceeding publication
- Engaging in high-profile public scholarship and presentation
- Organizing or curating an art exhibition

Funding may not be used to purchase software or other equipment that requires annual licensing unless a funding source is identified for support after the award resources have been expended or unless the licensing will not need to be renewed.

NOMINATION AND SUPPORT GUIDELINES

Pre-tenure faculty members in their second, third, or fourth year on the tenure track may be nominated by a faculty member, department chair, or dean, or they may self-nominate. To be eligible, faculty with credit toward tenure must have at least one year remaining before tenure portfolio submission.

After the nomination has been proposed, the applicant and the department chair must discuss the application prior to its submission to ensure that the nominee plans to develop the work for which they were nominated (or a related teaching or research/creative thread), and a staffing plan will be developed if course release is awarded.

The applicant's department chair and dean must support the award, most importantly if there is a course release. The availability of resources, including shared equipment with colleagues (*e.g.*, in the department or division), must be established before the award is announced.

SUBMISSION GUIDELINES

Applicants will submit the following nomination materials:

- A proposal for the work to be done with the award (1800 words maximum; see selection criteria)
- A separate budget page describing proposed expenditures, and
- A current *curriculum vitae* (CV).

To support the nomination, two evaluative letters must be submitted to Associate.Provost@stetson.edu. One letter must be from the nominee's department chair. The letter should evaluate the quality and impact of past work and future work described in the proposal application, and it also should indicate whether a course release could be supported logistically if one is proposed. The applicant may designate the second letter writer, who will evaluate the quality and impact of past work and future work proposed in the submission. Both letters should confirm whether there is sufficient support (logistical, equipment, networks, etc.) for the project to successfully move forward. See the schedule below for details.

SELECTION CRITERIA

Successful proposals will demonstrate excellence in applicants' continuous teacher-scholar development and their potential to produce exceptional work while a faculty member at Stetson. Successful proposals will cultivate an idea for a project to continue, develop, and/or expand that productive work.

- The project will advance the faculty member's professional development and/or give rise to significant future scholarly or creative endeavors, taking the form of a deliverable that completes a major portion of the Teaching/Librarianship activities component or the Research/Creative/Scholarship activities component of the Tenure and Promotion portfolio.
- The proposal should describe how the project will fit into the pre-tenure trajectory, how it will build upon the faculty member's existing teaching/librarianship or research/scholarship/creative activities, and how the project will lead to a tangible and significant result for the faculty member's portfolio, such as an article, book proposal, recording, exhibit, etc.
- The proposal should describe the appropriately conceived scope, outcome(s), and impact of the project that can be successfully completed during the award period.
- The proposal will describe how the project will make a significant contribution to the field.
- The proposal will describe how the project will enhance the national or international visibility of the university.
- The proposal will describe plans to sustain the work beyond the award cycle, such as skill development, network building, initiative building, development of external support, course redesign, etc.

REPORTING GUIDELINES

By May 31, 2025, each award recipient will submit a report of 800-1,000 words outlining the following:

- the conceptual background for the work
- progress toward achieving articulated goals
- the impact of the work on future teaching or research, and
- the impact of the award on the awardee's trajectory toward tenure and promotion.

SCHEDULE

The project should be implemented within six months of the award, and the identified outcome should be completed within one year of the award.

2023 Deadlines

September	Information sessions (virtual)
Sept 1-5	Intent to nominate/self-nominate due to department chair
Sept 12	Submission of proposal packet online
Sept 19	Submission of letters of support by the nominator/designator and department chair (submit to <i>associate.provost@stetson.edu</i>)
Sept 20-26	Review by the Professional Development Committee
Sept 27	Submission of award recommendations to the Associate Provost
Sept 28	Award recommendations sent to Provost
Oct 02	Awards announcement
May 31, 2025	Reports due

Future Deadlines

Jan TBA	Informational session
Feb 1	Intent to nominate/self-nominate due to department chair
Feb 15	Submission of application packet online
Mar 1	Submission of letters of support by the nominator/designator and department chair (submit to <i>associate.provost@stetson.edu</i>)
Mar 1-14	Review by the Professional Development Committee
Mar 15	Submission of award recommendations to the Associate Provost
Mar 16	Award recommendations sent to Provost
Apr 1	Awards announcement
Sept 15	Reports due (subsequent year)

QUESTIONS

Submit questions to Associate.Provost@stetson.edu.

3 = Exceeds, 2 = Adequately Addresses, 1 = Minimally Addresses, 0 = Does Not Address

CRITERIA	Notes			
I. Professional Development Advancement and Enhancement	3	2	1	0
<i>Potential of the project to advance the faculty member's professional development</i>				
A. Sufficient background is provided for the project to be evaluated within the context of the proposer's overall professional goals	3	2	1	0
B. Purpose and objectives of the project are clear and coherent	3	2	1	0
C. Proposed deliverable(s) are substantial and clearly stated	3	2	1	0
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II. Accelerate Pre-Tenure Trajectory	3	2	1	0
<i>Potential of the project to build/accelerate the faculty member's pre-tenure trajectory</i>				
A. Plan of activities provides strong evidence for how goals/objectives will be met, including overall strategy, steps, and timeframe required	3	2	1	0
B. Clearly conveys how the project will fit into and build the faculty member's existing trajectory toward T&P	3	2	1	0
C. Successfully communicates how the project will lead to a tangible and significant result, to be sustained beyond the award period	3	2	1	0
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III. Scope, Outcomes and Impact	3	2	1	0
<i>Potential for substantial scope/outcomes/impact above that of a Stetson University Summer Grant</i>				
A. Proposal demonstrates substantial breadth and depth that exceeds the expectations for a summer grant proposal	3	2	1	0
B. Proposal demonstrates strong potential for the project to make significant contributions to teaching/librarianship and/or research/scholarship/creativity	3	2	1	0
C. Proposal demonstrates strong potential for the project to make significant contributions to the University	3	2	1	0
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IV. Qualifications and Quality	3	2	1	0
A. Narrative of qualifications, including applicant's background and previous related work, if any	3	2	1	0
B. Overall quality of application, including clarity of expression	3	2	1	0
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V. Can work reasonably be done in suggested time?	Yes	No		