

## Guidelines for Williams Career Development Grant

Deadline: February 8, 2021

All tenured members of the faculty are eligible to apply for the Williams Career Development Grant. Unlike Research and Publication grants, which are supporting a particular project, these grants are intended to help tenured faculty members plan for career transitions or advances. The following guidelines are meant to be suggestions; the College is looking to support our faculty without substantial restriction. The best proposals will include plans for how future external support might allow this new direction to continue and will indicate what other external support has been sought for the project. The Committee on Faculty Scholarship (for research proposals) or the Center for Teaching Advisory Board (for pedagogy proposals) provides guidance to the Dean's Office, which makes the final decision on awards. The maximum budget is \$5,000 total, which may be proposed to be used over one to three years. Before submitting an application, faculty members are strongly encouraged to discuss their potential projects with the Dean of the Faculty.

- A faculty member may wish to embark on a new research direction, or a substantive change to their current program.

- A faculty member might have an innovative idea for a new artistic performance.

- A faculty member may be looking for substantive professional development opportunities to transition to or from a focus on administration.

- A faculty member may wish to create a new collaboration that involves the Worcester community or their professional community.

- A faculty member may wish to explore a new pedagogical advance or style in their courses.

As part of a development plan of one to three years, potential budgets could include travel to professional conferences, professional development by taking a course, travel to potential collaborators or funding program officers, visits to Holy Cross by potential collaborators or co-workers, equipment or supplies, or academic year student assistants. Requests for up to 10 days of summer stipend at the current Hewlett-Mellon rate will be entertained, *if the proposed work requires full-time effort*. Such effort might include work at a collaborator's facility, travel to an archive, etc. In those cases, a stipend might be used to cover expenses incurred, such as child care or elder care, at the faculty member's discretion.

If faculty members are funded under this grant proposal, they remain eligible for other funding, but overlap with other funds will be considered.

All requests must be made through the Faculty Support Portal by February 3, for earliest start date of May 15.

All applications must be submitted through the new Faculty Support Portal and include:

1. A 250-word abstract of research plan or project.
2. A faculty development plan or project described in clear and non-technical terms, of no more than 1250 words. This proposal should establish the project's relationship to your previous professional work and explain how it will allow you to transition or advance in your career. Included in this request should be a clear timeline establishing when the requested resources will be used. This proposal is the only document that members of the Committee on Faculty Scholarship (for research projects) or Center for Teaching Advisory Board (for pedagogy projects) will have to evaluate the substance of the project. Therefore, it is essential that the proposal narrative include enough detail about the ideas, objectives, and methods of the project to enable the panelists to assess its quality and significance for the faculty member's career. The Dean's Office will route the applications to the appropriate group for input; please indicate whether you believe the project can be characterized mostly as scholarship, pedagogy, or service. Final decisions on funding rest with the Dean's Office.
3. Detailed budget listing the direct costs requested in application. A timeline must be included, including the years in which the budget is being requested.
4. Curriculum vitae. Vitae must be up-to-date and indicate current and expected leaves.
5. A recommendation letter from your Department Chair.

Response to fields in the faculty support portal about other support:

1. All other internal College financial support received in the past three years (other than through the department or for conference travel), and indication of whether this support was related to this proposed project.
2. Any external support you have applied for related to this project. If you have applied for external support, indicate the funding agency and status of the request. If you have not applied for external support, provide a reason why not.

## **ADDITIONAL GUIDELINES**

The expectation is that recipients of funds will follow the terms established in the proposal and in the award letter. If the recipient wishes to alter the terms of the proposal and award letter, they must make such a request to the Dean of the Faculty.

Any outstanding reports for previous College support (grants, fellowships, leaves, etc.) must be submitted before a new grant application will be considered.