

Probationary Faculty Development Grant

Application Process

Process

1. All probationary faculty members are invited to apply for the Probationary Faculty Development grant. All applications shall include:
 - A brief activity plan;
 - An overview and background of the planned project;
 - Objectives, relationship to faculty member's expertise;
 - Benefit to the students, the individual, and the University;
 - Timeline for the project; and
 - Budget for the \$500 professional development support.
2. Applications must be submitted in Qualtrics.
 - *It is important that you discuss your plan to apply for the PFDG with your chair prior to submitting your application. Spring awards will not be rolled to future terms.
3. Each dean may nominate individuals to receive an award of \$500 in professional development funds and three units release time for the Spring. Deans will receive notification of applications submitted by the deadline and may submit nominations by a set deadline.
4. The Diversity Awards Committee will review all applications submitted and deans' letters of nominations. After considering all the materials, the committee will recommend funding to the Provost and Vice President for Academic Affairs.
5. The Provost and Vice President for Academic Affairs will notify deans of the award recipients.

Eligibility

The priority for individuals to be funded should be:

- Forgivable Loan individuals currently on staff;
- ABDs for work on their dissertation;
- Non-tenured assistant professors; and
- Other non-tenured faculty.

Timeline

- Early October: Applications should be submitted electronically in.
- Mid-October: Dean may submit nominations.
- Mid-to-Late October: Committee Reviews applications and makes recommendations to Dean of Graduate Studies.
- Early November: Dean of Graduate Studies notifies Provost faculty awarded; Provost notifies Deans of the award recipients allowing ample time for Spring, schedule planning.

- Late June: Award recipients are required to submit a final report and an one-page poster in pdf format to the Office of Graduate Studies, Graduate Excellence and Engagement Program via email at geep@csus.edu. A copy of the report should also be provided to the Department Chair and the College Dean. All reports and posters will be placed in Graduate Diversity website highlighting the projects of our Probationary Faculty Development Program recipients.