

# Southern Connecticut State University

## MINORITY RECRUITMENT & RETENTION COMMITTEE

### Guidelines for Minority Recruitment & Retention Committee Grants 2007-2008

#### The Minority Recruitment & Retention Committee

With members of the committee appointed by President Cheryl Norton and working in conjunction with the Affirmative Action/Equal Opportunity Employment Office, the committee endeavors to make itself available in any way it can to achieve the university's goal of recruiting and retaining minority faculty. According to the Collective Bargaining Agreement, the role of the Minority Recruitment and Retention Committee is to assist search committees in their recruitment of minorities and other protected groups, as well as support departments in the retention of said individuals.

#### Request for Proposals

The Minority Recruitment & Retention Committee invites proposals that will provide *direct support in the recruitment and retention of minority faculty* in accordance with Article 3.4 of the Collective Bargaining Agreement between the Connecticut State University AAUP and the Board of Trustees for Connecticut State University. "Minority" is defined as historically African Americans (blacks), Hispanics/Latinos, Asian/Pacific Islanders, Alaskan/Aleutians.

#### Funding

Funding is available and awards range from \$500 to \$2,000 per academic year for selected proposals.

#### Criteria and Restrictions

The criterion for evaluating MRRC proposals is the potential of the proposed project to enhance the recruitment and retention of minority faculty via one of three targeted categories: Professional Enhancement, Mentoring, or Research.

##### I. Professional Enhancement:

Proposals in this category should be directly related to:

- A. Enhancing professional growth and development of a *nontenured* minority faculty member. This could include, but is not limited to, attending programs, workshops, and seminars to enhance teaching and research, as well as present papers at conferences.

- B. Enhancing professional growth and development of any faculty member (minority or nonminority, tenured or nontenured) that would lead to assisting in the recruitment or retention of minority faculty. This could include, but is not limited to, a faculty member attending workshops, seminars, conferences, or bringing in speakers or hosting seminars designed to improve recruitment or retention of minority faculty.
- C. Enhancing professional growth and development through fostering a campus-wide climate of critical thought and discussion on minority-related issues. This could include, but is not limited to, bringing in speakers, hosting panel discussions, workshops, and seminars on the importance of diversity; consultants to assist in minority recruitment or retention; workshops and other projects focusing on minority-related issues; workshops presented by faculty to enhance skills of colleagues in recruiting and retaining minority faculty.

## II. Mentoring:

Proposals in this category should include requests to become a mentor, receive a mentor or develop a mentor program geared toward the mentoring of nontenured minority faculty by tenured faculty in areas of teaching and research.

## III. Research:

Proposals in this category should include the development of a research agenda by nontenured minority faculty members. This could include, but is not limited to, field or laboratory research, writing/publishing articles, books, book chapters, and the presentation of scholarly papers.

*The following restrictions apply to all proposals:*

1. Requested funds shall not compensate a full-time CSU faculty member for professional services rendered.
2. Requested funds are not normally used to support proposals for which there is a more appropriate institutional source -- for example the AAUP travel monies.
3. Requested funds are not normally used for supply or equipment purchases except for materials integral to the project.
4. Applicants are limited to no more than one award per academic year.
5. Separate proposals must be submitted for each category if applying for more than one.
6. Priority will be given to those who have not submitted previously.

## **Requirements of Award Recipients**

- Provide to the MRRC a formal written final or progress report of the results of one's endeavors.
- Cite/credit the Minority Recruitment & Retention Committee by name in any published work using MRRC funds.
- Where relevant, formally share with other faculty – through workshops or presentations – the expertise gained as a result of the participation in the program or enhancement.

- Note: The grant award is for the specific project proposal that you submitted. The use of grant funds for a project other than the one for which the grant was awarded is prohibited and will result in the forfeiture of the grant, and, if funds are spent, a reimbursement of the grant funds.

### **Application Procedures**

- Complete attached application (note that all applications must be typed).
- Attach curriculum vita.
- Make twelve copies.
- Submit to: Gladys Labas  
Educational Leadership  
ATTN: MRRC - Grants

### **Application Deadline**

The MRRC chair must deliver completed proposals to Schwartz Hall 100 by 4 p.m. on the date specified. Date and time of reception is pertinent rather than date of postmark. It is the responsibility of the applicant to have proposals delivered on time.

### **Calendar for Receipt of Proposal and Announcement of Awards**

#### **Fall 2007 Semester Dates:**

*Monday, October 8, 2007, 4 p.m. deadline for receipt of proposals.*

*Monday, October 19, 2007, 4 p.m. awards will be announced.*

#### **Spring 2008 Semester Dates:**

*Monday, March 3, 2008, 4 p.m. deadline for receipt of proposals.*

*Monday, March 24, 2008, 4 p.m. awards will be announced.*

Questions regarding the application process or requests for other information may be directed to Gladys Labas at ext. 29927/ e-mail: labasg1@southernct.edu

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
MINORITY RECRUITMENT & RETENTION COMMITTEE**

**Grant Application Proposal for 2007-2008 Award**

Name: \_\_\_\_\_ Academic Title: \_\_\_\_\_

Department: \_\_\_\_\_ Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

I am a  full-time  part-time faculty member.

Check one of the boxes below and complete the blank that best describes the category for which you are applying.

Professional Enhancement

Mentoring

Research

MRRC Grant proposal Goal(s): Identify the basic goals(s) to be achieved by the proposed activity.

Description of Activity: (Describe what is being proposed and provide a rationale for the activity, along with a brief timeline. If external consultants are proposed, please identify the criteria for their selection.)

Evaluation of the Proposed Activity: (Provide specifically how you will determine the degree to which the project achieved its stated goals.)

Rationale for Minority Recruitment & Retention Committee Fund Support: Please describe why you consider the MRRC an appropriate source to support the proposed program.

Tentative Budget and Rationale: (Provide the best estimate of the funding required to support the proposed activity and a rationale for the requested funds. Please itemize the expenses in the box that follows. For example, budget items might include honorariums, travel expenses, modest food costs).

