

Application for the Faculty Rising Scholars Award

Purposes

Thanks to the generosity of trustees Richard C. Crist ('77, P'05, P'09) and John M. Heffer (P'96), as well as the collective efforts of the entire Board of Trustees, Muhlenberg College is pleased to offer the Faculty Rising Scholars Award to support the scholarship of tenure-track faculty and to provide exciting research opportunities for first- and second-year students.

Due Date

Typically, applications are submitted in the beginning of the fall semester. Faculty members should anticipate an e-mail announcement with the exact date from the Provost's Office.

Eligibility

Tenure-track faculty are eligible to apply for this award **only** during the fall semester immediately following their successful third-year review. Faculty on an accelerated or non-traditional timeline should consult with their department chair and/or the Provost.

Award

Up to \$50,000 is available to support Rising Scholars each award cycle. Applicants can apply for a one-course release, which can be taken in the semesters preceding the tenure review, following a successful third-year review. In addition to the course release, faculty can apply for up to \$4,000 in direct expenses (e.g., research supplies) and up to \$1,000 to facilitate scholarship with a first- or second-year student. Research funds will generally be provided via reimbursement, unless otherwise requested. Involvement of a first- or second-year student is **not** required.

Application Process

Send one electronic copy of your application as described below and a current CV as a single PDF file to both the current Faculty Development and Scholarship Committee (FDSC) chair and the Provost's office.

Provide a two-to-three page narrative (12 pt. Font, single-spaced; with headings 1, 2, 3, etc.), including:

1. A completed cover page (pg. 3 of this document; this does not count toward the page limit);
2. A description of the scholarly work you plan to execute during the award period, including overall goals, methods to be used, and potential outcomes for the project;
3. A short statement (1-2 paragraphs) about the potential impact of the Award on the faculty member's trajectory and a summary of the faculty member's prior and future service and teaching obligations (e.g., advising, chairing a committee, directing a program, etc.);
4. For projects involving a first- or second-year student, a plan for engaging and training the student and a list of potential student outcomes should be provided;
5. A detailed timeline;

6. A detailed budget (if receiving direct expense funds and/or working with a student); and
7. A brief letter of support from the applicant's department chair that includes information about how the faculty member's courses will be replaced, if necessary.

Selection

1. Applications are reviewed by FDSC.
2. Members of FDSC place the highest priority on the merits of each applicant's proposed scholarship and the quality of their proposals. For proposals including first- or second-year student involvement, the quality of proposed mentorship and participation plan will also be considered.
3. The Committee submits a written recommendation concerning the application to the Provost, who makes the final decision.

Recognition

The winners will be announced at the November or December faculty meeting.

Responsibilities

Successful applicants must submit a one-page report of their project outcomes to the Provost's Office at the beginning of the semester following the award period.

**Application for the Rising Scholars Award
Cover Page (please include with application)**

Name: _____ **Department:** _____

Tenure-Track Years at Muhlenberg: _____

Project Title: _____

Semester of requested course release (if known at time of application): _____