

**Westfield State University**  
**2018 – 2019 S.T.A.R.S Program**  
**(Semester Time Award for Research and Scholarship)**  
*Scholarship Support for Tenure-Track Faculty and Librarians*

**The Office of Grants and Sponsored Programs invites applications for the 2018-2019 STARS Program.**

### **The STARS Program**

Westfield State University offers an opportunity that assists tenure-track faculty and librarians in working on projects that will support their scholarship, contribute to their fields of knowledge, and enhance the reputation and stature of the university. Tenure-track faculty and librarians currently in their second, third, or fourth year on the tenure track at Westfield State, are invited to apply for one semester of release time from teaching and advising responsibilities in order to focus on such projects. The 2018-2019 STARS Program will provide this opportunity for two (2) awardees.

Examples of appropriate projects include, but are not limited to, a significant publication such as an article in a refereed journal; a scholarly book or a textbook; and a public performance or presentation in a significant professional venue appropriate to the applicant's field.

### **Application Process**

**No later than 5:00 p.m., November 17, 2017** interested members should submit to the Office of Grants and Sponsored Programs an intent to apply in the form of a memo. Applicants are advised to meet early with their department chairs to discuss the feasibility of their project's timeline and release from teaching responsibilities. The formal application should address the items below.

1. **A one-page abstract is required.** This is a short summary of your completed research.
2. **IRB or IACUC approved documents.** If human or animal subjects will be studied, applicants should also submit the appropriate documentation to the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). If the scholarship involves a creative/artistic project, applicants should include a description of the full creative project, the intended outcome, and the venue(s) for performance/display/adjudication.
3. **A three page description of the project.** Description should include a problem statement, methods procedures or approach, results/finds or product, conclusion or implications of your research.
4. **A two-page maximum** to provide an explanation of the project's significance in relation to the faculty member's field of study. Should include the evidence of necessary skills and resources to achieve project goals. Explanation of methods and understanding of potential challenges and alternative approaches.
5. **A half-page maximum** to provide an explanation of how it will enhance his or her scholarship and teaching.
6. **A half-page maximum** to provide a statement of the feasibility of completing the project in the time proposed, as well as a detailed timeline. The timeline should include the journal/publisher/venue and expected publication/performance/presentation date.
7. **A half-page maximum** to provide a statement about continuation or suspension of service activities (within the department and without).
8. **A current project specific curriculum vitae:** No more than 3 pages to include info germane to proposed project and its completion.
9. **Signed letters of support** from the department chair and two other tenured colleagues familiar with the proposed area of study (see below for details on letters).

## Letters of Support

The signed letter from the department chair should address (1) the relevance of the project to the faculty member's professional development; (2) the project's relevance to the department's mission and goals; (3) the project's importance within the discipline; (4) the ability of the department to provide for the release time, including specific plans for covering the faculty member's teaching and advising load; and (5) plans to cover committee services responsibilities if not to be continued by the applicant.

Two letters of support must also be obtained from tenured members of the department familiar with the proposed area of scholarship. If two appropriate senior faculty are not available from within the department, the department chair should identify other appropriate peers at the university or, if appropriate, from other institutions of higher education. Each letter should evaluate the proposal for its potential to contribute to the field of study and to advance the faculty member's professional development.

## Review Process

The proposal, along with the three signed letters of support (two senior faculty support letter and one from department chair), will then be forwarded to the Office of Grants and Sponsored Programs as a **complete package a PDF file to [Grants@westfield.ma.edu](mailto:Grants@westfield.ma.edu)**. The Grants Advisory Committee will review proposals and make recommendations about selection to the Interim Vice President for Academic Affairs, who will make final award decisions, taking into consideration departmental and institutional needs.

Faculty and librarians whose proposals are not selected may submit the same or another proposal for review during the next application period as long as they are eligible.

## Outcomes/Results

Projects should culminate in publication or an equivalent form that is recognized as scholarly within the awardee's field of endeavor. Applicants may wish to consult the typology of legitimate forms of scholarship presented in Ernest Boyer's *Scholarship Reconsidered* (Carnegie Foundation for the Advancement for Teaching, 1997). A summary of standards presented by Boyer is available from the Office of Grants and Sponsored Programs.

- Awardees must present a version of the project to the campus community in an appropriate venue during the academic year following the award.
- Awardees must submit a progress report at the end of the semester in which release time is awarded and, if the project has not been completed by then, again in the semester following the release period.
- It is expected that the project will be submitted for publication, performance, or public showing/presentation in a professional venue appropriate to the awardee's field of study within the year following the award semester.

## Schedule for the spring 2018 Application Process

- |                          |   |
|--------------------------|---|
| <b>October 16, 2017</b>  | Announcement of STARS application process to Westfield State University Community.  |
| <b>November 17, 2017</b> | Interested members should submit to the Office of Grants and Sponsored Programs an intent to apply in the form of a memo.   |
| <b>January 8, 2018</b>   | Completed applications and letters of supports are due to the Office of Grants and Sponsored Programs by 5:00 p.m. in the form of a signed and complete package emailed to <a href="mailto:Grants@westfield.ma.edu">Grants@westfield.ma.edu</a> |
| <b>February 16, 2018</b> | Awards will be announced by the middle of February 2018.  |

\*Samples of successful STARS applications will be available for review in the Office of Grants and Sponsored Programs