



# Senior Faculty Fellow

## 2022– 2025 Request for Proposals

### ESSENTIAL PROGRAM INFORMATION

- Program Overview:** The Senior Faculty Fellow is a three-year leadership opportunity for a highly engaged scholar to serve as a peer mentor to Community-Engaged Alliance’s 2022-2023, 2023-2024, and 2024-2025 Faculty Fellows Cohorts, while working with Community-Engaged Alliance staff to shape thematic work of each cohort.
- Funding Award:** \$7,000 per year (\$21,000 total)      **Required Institutional Match:** \$2,800 per year (\$8,400 total)
- Who Should Apply:** Full-time faculty who have participated in the Faculty Fellows Program in the past 10 years, **or** who has participated in a similar program and has working knowledge of critical service-learning as envisioned by Mitchell (2008, 2013), and proven leadership skills.
- Proposal Deadline:** Friday, June 17, 2022
- Program Period:** July 18, 2022, to June 15, 2025
- Information Available:** [www.communityengagedalliance.org/faculty-fellows/](http://www.communityengagedalliance.org/faculty-fellows/)

### PROGRAM DETAILS AND GOALS

The Community-Engaged Alliance *Senior Faculty Fellows* is a three-year leadership opportunity for a highly engaged scholar to serve as a peer mentor to Community-Engaged Alliance’s 2022-2023, 2023-2024, and 2024-2025 Faculty Fellows Cohorts. The Senior Fellow works closely with the Program director to shape the thematic work of each cohort of Fellows, ensuring that there is a common thematic thread connecting them. They are also responsible for leading the monthly Faculty Fellows project conference calls and working with the program director to plan and facilitate each overnight Faculty Fellows Retreat.

More information on the [Faculty Fellows Program](#) can be found on the [Community-Engaged Alliance](#) website.

#### *Senior Faculty Fellow* Program goals:

1. Cultivate a culture of engaged leadership (Liang & Sandmann, 2015) through the collaborative engagement research paradigm (Jacquez et al., 2016).
2. Supporting the development of the competencies necessary to advocate for the use critical community engagement (Latta et al., 2018; Mitchell, 2008, 2013) throughout higher education.

#### The *Senior Faculty Fellow* will:

1. Collaborate with Community-Engaged Alliance staff to develop the three-year thematic lens to guide the work of each Faculty Fellow cohort.
2. Lead each Faculty Fellows cohort, in the collaborative engagement research paradigm model (Jacquez et al., 2016), as a cadre of engaged scholars to develop and implement a research or creative project to enhance the understanding and advancement of the practice of the field of community engagement.
3. Mentor Faculty Fellow participants in a manner that stimulates continued professional growth and development of faculty civic agency (O’Meara et al., 2011; O’Meara, 2012).
4. Teach/instruct a critical service-learning experience (Latta et al., 2018; Mitchell, 2008). This experience could be envisioned as a curricular or co-curricular experience as described by Hoy & Johnson (2013).
5. Provide professional service to a community organization (or local community) while fostering a deep authentic relationship (Mitchell, 2008) by working from a social change perspective through “the building of a more and just society” (Boyer, 1996, p. 13).

### ELIGIBILITY

Full-time faculty from any discipline at Community-Engaged Alliance partner who have **either**:

- served as a Faculty Fellow within the last 10 academic years; **or**
- possess a working knowledge of critical community engagement as envisioned by Mitchell (2008, 2013), an understanding of the scholarship of engagement, and proven leadership skills.

## FELLOWSHIP DURATION AND AVAILABILITY

The Senior Faculty Fellowship is from July 18, 2022 to June 15, 2025.

Community-Engaged Alliance has funding to award one (1) *Senior Faculty Fellowship* for the 2022–2025 funding cycle.

- The award amount is \$7,000 per year, for a total of \$21,000 for the 3-year award period.
- Institutions are required to provide a minimum cash match of \$2,800 per year, for a total of \$8,400 for the 3-year award period.

The Fellow will receive a yearly reimbursement upon submission of required reports.

Any unused funds are required to be transferred to an individual professional development account for use by the Fellow beyond the term of this program.

## APPLICATION TIMELINE, ROUTING, AND SUBMISSION PROCESS

### 2022–2025 Program Application Timeline

Proposals are accepted based on the schedule below. Applicants are notified of the funding decisions five weeks from the proposal due date. The 2022–2023 Faculty Fellows Program runs from July 18, 2022, through June 15, 2023.

### 2022–2025 Key Senior Faculty Fellows Program Dates

Full Proposals Due:	Friday, June 17, 2022
Award Notification:	Wednesday, July 9, 2022
Funding Period Begins:	Monday, July 18, 2022
Semiannual Reports	1 <sup>st</sup> Friday each January 3 <sup>rd</sup> Friday each July
Funding Period Ends	Sunday, June 15, 2025
Final Report Due:	Friday, July 18, 2025

### Institutional Internal Routing

Applicants are responsible for ensuring their application has been routed through, and approved by, their granting offices (e.g., sponsored programs, contracts & grants, or other similar offices) in accordance with their university's policies for obtaining grants prior to submitting the application to Community-Engaged Alliance. Any application not approved by the applicant's granting office, or properly routed will not be funded.

### Submission Process

Proposals are to be **submitted via email** to [contactus@engagedalliance.org](mailto:contactus@engagedalliance.org) with the following in the subject line: ATTN: Sr. FF Program Proposal: PI Name, PI Institution. Details on proposal requirements are found in the Proposal Guide on [pages 3 to 8](#).

## TERMS

By submitting a proposal, the Primary Investigator(s) are agreeing to Community-Engaged Alliance's [Terms of Service, Online Privacy, and Non-Discrimination](#) policies.

If selected for an award, the Primary Investigator(s) and their employing institution will be required to sign an Award Letter indicating acceptance of Community-Engaged Alliance's [Grant Terms and Conditions](#).

## QUESTIONS

Direct question to Laura Weaver, Director of Professional Development and Engaged Learning at [contactus@engagedalliance.org](mailto:contactus@engagedalliance.org).

## FUNDING SOURCE

Funding is contingent upon availability of grant funds from the Lilly Endowment Inc. to Community-Engaged Alliance.

## ABOUT COMMUNITY-ENGAGED ALLIANCE

Community-Engaged Alliance enables students to create positive social change by advancing the field of community

engagement in higher education through support, education, and collaboration with partners.

## REFERENCES

- Boyer, E. L. (1996). The scholarship of engagement. *Journal of Public Service and Outreach*, 1(1), 11–20.
- Hoy, A., & Johnson, M. (2013). Future possibilities: High-impact learning and community engagement. In A. Hoy, & M. Johnson (Eds.), *Deepening community engagement in higher education: Forging new pathways* (pp. 273–281). New York, NY: Palgrave Macmillan.
- Jacquez, F., Ward, E., & Goguen, M. (2016). Collaborative engagement research and implications for institutional change. In M. A. Post, E. Ward, N. V. Longo, & J. Saltmarsh (Eds.), *Publicly engaged scholars: Next-generation engagement and the future of higher education* (pp. 76–95). Sterling, VA: Stylus.
- Latta, M., Kruger, T. M., Payne, L., Weaver, L., & VanSickle, J. L. (2018). Approaching critical service-learning: A model for reflection on positionality and possibility. *Journal of Higher Education Outreach and Engagement*, 22(2), 31–56.
- Mitchell, T. (2008). Traditional vs. critical service-learning: Engaging the literature to differentiate two models. *Michigan Journal of Community Service Learning*, 14(2), 50–65.
- Mitchell, T. D. (2013). Critical service-learning as a philosophy for deepening community engagement. In A. Hoy & M. Johnson (Eds.), *Deepening community engagement in higher education* (pp. 263-269). Palgrave Macmillan.
- O’Meara, K., Sandmann, L. R., Saltmarsh, J., Giles, D. E., Jr. (2011). Studying the professional lives and work of faculty involved in community engagement. *Innovation in Higher Education*, 36(2), 83–96.

### PROPOSAL FORMATTING

#### Formatting

Proposals must adhere to formatting guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide) and include a reference page and appendices where appropriate. Any applications that are not double spaced and include page numbering throughout may be rejected.

Acceptable file formats are Microsoft Word (.doc, or .docx) and Adobe PDF (.pdf). Headshots are to be saved as a high-quality JPEG (.jpg or .jpeg) or PNG (.png) file.

Applicants are encouraged to use the Proposal template, which can be downloaded from Grant Resources webpage on the Community-Engaged Alliance website.

The following items are to be attached as a single document in this order:

1. Title Page
2. Primary Investigator Biography
3. Proposal Narrative
4. References
5. Budget Narrative

The following items are to be attached as individual documents:

1. Community Engagement Focused Curriculum Vitae
2. Community-Engaged Alliance Faculty Fellows Application Form (Appendix A)
3. Community-Engaged Alliance Fiscal Request Form (Appendix B)
4. Letters of Support
5. Primary Investigator headshot—high-resolution JPEG or PNG file(s)

All documents are to be saved using the following format: Sr. FF.PI Last Name.document.pdf or Sr. FF.PI Last Name.docx (e.g., Sr. FF.Doe.Proposal.pdf or Sr. FF.Doe.Fiscal.pdf)

### PROPOSAL NARRATIVE AND SUPPLEMENTAL DOCUMENTS

#### Proposal Requirements

**Proposal Title Page**—formatted to the current edition of the APA Style Guide

**Primary Investigator Biography**—not to exceed 300 words

**Narrative Requirements**—not to exceed 6 pages, excluding references

1. **Educational and Personal Philosophy:** Describe how the scholarship of engagement, the pedagogies of community engagement, and critical consciousness fit into your professional/teaching philosophy. Include the critical issues with which you focus or are most concerned.
2. **Program Vision:** Describe your overall vision for the 2022–2025 Faculty Fellows Program periods. Include a thematic thread that aligns with [Community-Engaged Alliance's vision](#) of being leaders in the field of community engagement—especially critical community engagement—where students are empowered to make the world a better place.
3. **Professional Development:** Discuss how your role as Senior Faculty Fellow will impact your professional growth and development. Include the identities, strengths, and knowledge you have to contribute to the Program and other Fellows.
4. **Cultivating a Culture for Community Engagement:** Briefly discuss the strategies you will use to foster a culture for community engagement at your institution and through supporting others. Include your role in furthering the normalization of community engagement at your institution and how you intend for that to expand throughout the Fellowship year.

References—formatted to the current edition of the APA Style Guide

Budget Narrative—not to exceed 1 page

Community Engagement Focused Curriculum Vitae—not to exceed 8 pages

## FISCAL REQUEST FORM

Applicants must use the Community-Engaged Alliance Fiscal Request Form (Appendix B). The Fiscal Request Form (Appendix B) is submitted as an individual document. It can also be downloaded on the Grant Resources webpage on the Community-Engaged Alliance website. All requests must adhere to the [Grant Terms and Conditions](#).

### SAMPLE BUDGET

ITEM	COST BASIS	AWARD	CASH MATCH	TOTAL
Year 1 Faculty supplemental pay	4% of \$90,000	\$ 1,200.00	\$ 1,200.00	\$ 3,600.00
Year 1 Student assistant stipend	1 @ 5 hours/week @ \$9/hour; 20 weeks	\$ 700.00	\$ 200.00	\$ 900.00
Year 1 Community partner stipend	2 @ \$500 each	\$ 500.00	\$ 500.00	\$ 1,000.00
Year 1 National conf. lodging	3 days @ \$159	\$ 477.00	---	\$ 477.00
Year 1 National conf. airfare	Round-trip	\$ 300.00	---	\$ 300.00
Year 1 National conf. registration	1 registration	\$ 500.00	---	\$ 500.00
Year 2 Faculty Supplemental pay	4% of \$90,000	\$ 1,200.00	\$ 1,200.00	\$ 3,600.00
Year 1 Student assistant stipend	1 @ 5 hours/week @ \$9/hour; 20 weeks	\$ 700.00	\$ 200.00	\$ 900.00
Year 1 Community partner stipend	2 @ \$500 each	\$ 500.00	\$ 500.00	\$ 1,000.00
Year 2 National conf. lodging	3 days @ \$159	\$ 477.00	---	\$ 477.00
Year 2 National conf. airfare	Round-trip	\$ 300.00	---	\$ 300.00
Year 2 National conf. registration	1 registration	\$ 500.00	---	\$ 500.00
Year 3 Faculty course release	1 course; fall 2021 (12.5% of \$90,000)	\$ 7,150.00	\$ 4,100.00	\$ 11,250.00
Year 3 Student assistant stipend	1 @ 5 hours/week @ \$9/hour; 20 weeks	\$ 900.00	---	\$ 900.00
Year 1 Community partner stipend	2 @ \$500 each	\$ 500.00	\$ 500.00	\$ 1,000.00
Year 3 National conf. lodging	3 days @ \$159	\$ 477.00	---	\$ 477.00
Year 3 National conf. airfare	Round-trip	\$ 300.00	---	\$ 300.00
Year 3 National conf. registration	1 registration	\$ 500.00	---	\$ 500.00
Anticipated residual funds	Future professional development	\$ 3,819.00		
	<b>Total:</b>	<b>\$ 21,000.00</b>	<b>\$ 8,400.00</b>	<b>\$ 29,400.00</b>
	<b>Total Award Request:</b>	<b>\$ 21,000.00</b>		

## LETTERS OF SUPPORT

Each letter of support is to be submitted as an individual document. Letters of support are to be submitted on institutional letterhead.

The following two **Letters of Support** are required:

- 1. Academic Senior Administrator:** All applicants must include a letter of support from a senior-level academic administrator at their institution. This letter should include a statement about the applicant that can be used in a media release should the applicant be selected.
- 2. Engaged Scholar:** The second letter of support should be from either a past or current Faculty Fellow or from the leader/facilitator of a similar engaged scholars' fellowship program. This letter should focus on why this person feels you would be a good leader for the Faculty Fellows program and include a statement that can be used in a media release should the applicant be selected.

Applicants may submit additional Letters of Support, although only two are required.

## SIGNATURES

The Primary Investigator is required to sign the Application Form (Appendix A). The Primary Investigator and Fiscal Officer are required to sign the Fiscal Request Form (Appendix B).



# Appendix A

## Faculty Fellows Program Application Form

### \*FUNDING OPPORTUNITY

Visit the [Community-Engaged Alliance website](#) to see individual funding proposals, including information on proposal requirements, application deadlines, the review process, implementation timelines, and institutional/cash match requirements.

Senior Faculty Fellow

Faculty Fellow

Select one:  First-Year Fellow

Second Year+ Fellow

### \*APPLICANT INFORMATION

Institution/Organization

No abbreviations

Name

Title

Unit/Department

Email

Phone Number

### \*FISCAL OFFICER CONTACT INFORMATION

The Fiscal Officer refers to the individual who is a designated financial signatory for the campus. The Fiscal Manager will fulfill the financial reporting requirements and manage all financial aspects of the grant.

Name

Title

Unit/Department

Email

Phone Number

### \*GRANT MANAGER CONTACT INFORMATION

The Grant Manager refers to the individual who oversees the institutional grant process. This individual is typically in your institution's post-award department. The PI cannot serve as the Grant Manager.

Same as Fiscal Officer

Different than Fiscal Officer (complete below)

Name

Title

Unit/Department

Email

Phone Number

### \*PROJECT INFORMATION

Project Title

Project Start Date

Project End Date

Grant Amount Requested

Cash Match Pledged

### SIGNATURES

The Primary Investigator is required to sign the application form. The Primary Investigator and Fiscal Officer are required to sign the Fiscal Request Form.

Your digital signature represents, to the best of your knowledge, that the information you provided is true and correct and that you have agreed to the [Community-Engaged Alliance Grant Terms and Conditions](#). It signifies that the application has been routed through and approved by your institution's granting offices in accordance with your institution's policies for receiving grant funds. It confirms that you have provided all the required information and documents, and that failure to provide complete information may result in denial of funding. In addition, you are agreeing to [Community-Engaged Alliance's Terms of Service, Online Privacy, and Non-Discrimination notices](#).

Primary Investigator \_\_\_\_\_ Date \_\_\_\_\_



# Appendix B

## Fiscal Request Form

Complete the following fiscal form and submit it with your request for funding.

Primary Investigator \_\_\_\_\_

Institution (no abbreviations) \_\_\_\_\_

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

**Funding Opportunity**

- |   |  |
|---|--|
| <input type="checkbox"/> Faculty Fellows  | <input type="checkbox"/> Senior Faculty Fellows                      |
| <input type="checkbox"/> High-Impact Community Engagement Practices                     | <input type="checkbox"/> Supporting Engagement & Authentic Dialogues |
| <input type="checkbox"/> Research With and About Community Engagement                   | <input type="checkbox"/> Expanding Campus-Wide Community Engagement  |
| <input type="checkbox"/> Developing an Infrastructure for Critical Community Engagement |  |

**Fiscal Request**

All requests must adhere to the Community Engaged Alliance [Grant Terms and Conditions](#).

Project Expense Detail	Cost Basis	Grant	Cash Match	Total
<b>Subtotal</b>				
<b>Total Request</b>				

If selected for an award, the Primary Investigator(s) and their employing institution will be required to sign an Award Letter indicating acceptance of Community Engaged Alliance’s [Grant Terms and Conditions](#).

Primary Investigator \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_