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# Career Development Pilot Program

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**ASSOCIATE TO FULL – CAREER DEVELOPMENT PILOT PROGRAM**  
**Sponsored by ADVANCE at Utah State University**

**PROGRAM OBJECTIVE:**

ADVANCE at Utah State University, funded by NSF, is implementing an Associate to Full Career Development Program for female faculty members in the Colleges of Agriculture, Engineering, Natural Resources, and Science. The program is open to female tenured, associate professors. The overall goal of the program is to better understand specific obstacles female faculty encounter in advancing from associate to full professor and to devise strategies to overcome these obstacles. Outcomes from this program will be used in designing a university-wide program for associate professors and will be disseminated to other universities. Compared to peer institutions, USU has fewer full professors, both male and female. There are many possible explanations for the lack of full professors at USU. Shifting funding sources, changes in “hot” research areas, unclear promotion objectives, and family/personal commitments, are just a few. ADVANCE recognizes that limited research support is given to associate professors. Incoming assistant professors are offered a range of support but that support seems to diminish considerably once tenure and promotion are achieved and just as faculty members are faced with increased service roles.

Although associate professors should be able to generate their own support for continued research and scholarly publications by competing for external funds, ADVANCE recognizes that in the dynamic academic research arena, funds may not always be available when they are most needed and may not cover essential activities in supporting a faculty member’s career development towards promotion.

**FUNDING OBJECTIVE:**

To address these problems, ADVANCE would like to support the efforts of women associate professors seriously preparing for promotion to full professor by making modest funds available to support career development. As research productivity and national reputation form the basis for promotion to full professor, our funds are designed to assist women in enhancing their research program. Potential use of funds includes:

- **Travel Funds:** to collaborate with colleagues at other institutions, visit granting agencies, participate in national society meetings (particularly if the faculty member is taking a leadership role), speak at nationally and internationally visible events, present new research findings, etc. The objective for the travel funds would be to promote networking and enhance the development of a national or international research reputation by the faculty member, given this is an important criterion for promotion to professor. Also, as research funding sources change, travel may be necessary to building new contacts and relationships at new funding agencies/sources.
- **Release Time:** from teaching on a short-term basis (one semester or less) to focus on research activities. Some individuals may need dedicated research time prior to promotion to prepare manuscripts and/or grant proposals. Others

may need to update their knowledge base and research techniques as research areas change. ADVANCE recognizes that sabbaticals are an important part of keeping up-to-date in one's research area and faculty members are encouraged to make strategic use of their sabbaticals. But sabbaticals are not always feasible for a variety of reasons. The objective of the release time support is to supplement an associate professor's research with some dedicated research time as they work directly towards promotion.

- **Research Support Funding:** for technical writing, graduate students, technicians, computer/graphics support, undergraduate assistants or other research support efforts. This funding support can help associate professors in the grant writing phase for research proposals, literature searches/reviews, research lab/field work and other research activities. The funding is to supplement an associate professor's on-going research activities.

**REQUEST FOR FUNDS CRITERIA:**

To ensure departmental support, the department must provide direct or indirect matching support. Possibilities of department match could be in the form of reduced committee assignments, course release, redesigned role statement, TA funding, or others. The faculty member should work with her department head and her promotion advisory committee to develop a realistic and targeted career development plan that helps her directly in working toward promotion

Interested faculty members must submit a request for support. The request should be no more than five pages and provide the following information:

- Name, Dept., Title, Year of Tenure, Targeted Year for Promotion to Professor
- A brief description of post-tenure research activities conducted to date.
- A description of the applicant's overall research goals or career development goals towards promotion
- A specific outline of how the research will be accomplished and how it relates to the promotion criteria for the department.
- Funds requested and specific details about how the funds will be spent.
- The applicant's willingness to respond to an end-of-the-year survey to assess the effectiveness of the support program.

In addition to the applicant's written request, the department head and the chair of the promotion advisory committee must both provide letters of support that describe the department's commitment to the applicant's career goals and the ways in which the funds will provide needed support that is directly related to the departmental criteria for promotion to full professor.

Only associate female professors in the ADVANCE target colleges are eligible to apply.

**SELECTION CRITERIA:**

Selection criteria for ADVANCE support will be based on the quality of the request for funds, the quality of the individual's career development plans, and the overall strength of the applicant's career record. Each request will be evaluated and funding decision made by the ADVANCE team. Applications will be accepted 'within' the first month of each semester (not including summer) and decisions will be announced shortly thereafter. Funds would be dispersed the beginning of the following semester. Please apply at least one semester in advance or earlier to the semester/s you anticipate needing support. ADVANCE will accept applications as long as funds are available.

**SUBMISSION INFORMATION:**

Submit requests for support to the ADVANCE Office at the location listed below. For additional information, please contact the ADVANCE office at 797-8069 or send an e-mail to [advance@cc.usu.edu](mailto:advance@cc.usu.edu). You may find information about ADVANCE activities on our website at <http://websites.usu.edu/advance>.

ADVANCE Office: 4165 Old Main Hill, Logan, UT 84322-4165.  
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