

## **CHSS Manuscript Completion Program Spring 2017 Call for Proposals**

### **Purpose**

The purpose of the Manuscript Completion Program (MCP) is to facilitate the completion and submission of scholarly manuscripts or other creative works<sup>1</sup>. Specifically, this multi-pronged program provides participants with three mechanisms to increase productivity and completion of works in progress: time, support, and accountability. These three mechanisms will be delivered through:

- a. A one-course workload adjustment to the faculty member's FPA to be used only in the semester of MCP participation;
- b. Participation in semester-long, weekly Writing Accountability Groups (described below); and
- c. Participation in an information session at the beginning of the semester about how the groups can be facilitated best.

Writing Accountability Groups are typically four-person, peer mentoring groups that provide a support and accountability structure. Group members will be chosen among MCP applicants with an eye toward diversity in disciplines and ranks. The groups are expected to meet for one hour weekly during the program semester (excluding holidays). The schedule and timing of group meetings are developed collaboratively by participants of each group. Most weeks each group member will check in about progress with writing goals for the past week, discuss goals for the coming week, celebrate successes, and work together to face any productivity challenges<sup>2</sup>. At the conclusion of the program semester, members are expected to submit their work to a scholarly outlet and to share their experiences to interested CHSS faculty via a panel discussion. One group will be funded in Spring 2017.

### **Eligibility and Proposal**

MCP is designed for full-time CHSS tenured or tenure-track faculty members. Proposals should focus on scholarly manuscripts/creative works that will be completed and submitted by the end of the program semester. Proposals must include the following components:

1. Name, department(s), rank, and title of project
2. A narrative of no more than 500 words that includes:
  - a. A summary of the manuscript or creative work in development
  - b. Where the work is in the completion process (drafts can be submitted as evidence)
  - c. Outlets for work:
    - i. If article, list expected peer-review outlets with a brief rationale
    - ii. If book manuscript/proposal or other creative work not under contract, list the expected outlet(s) with a brief rationale
    - iii. If book manuscript/chapter or other creative work is under contract, note publisher and due date (supporting material encouraged—e.g., contract)
  - d. Narrative explaining why and how this opportunity will be important to the process of completing the work.
  - e. Brief statement specifying tenure, promotion, or post-tenure timeline, if relevant
3. A one-page timeline for completion *and* submission
4. A current curriculum vitae of no more than 5 pages
5. List of any current or previous department, college, university, or external support received for proposed project including type/amount of support
6. Signed Department Chair Support Form

Proposals are to be compiled into a single pdf document and attached to the online submission form (available on the updated CHSS website in Fall 2016) by 5:00 p.m. on Friday, September 9, 2016.

<sup>1</sup>Works that are new as well as those requiring extensive revisions will be considered.

<sup>2</sup>Model based on Dr. Rockquemore's Faculty Success Program ([www.facultydiversity.org/?FSPProgramDescription](http://www.facultydiversity.org/?FSPProgramDescription); retrieved March 26, 2012)