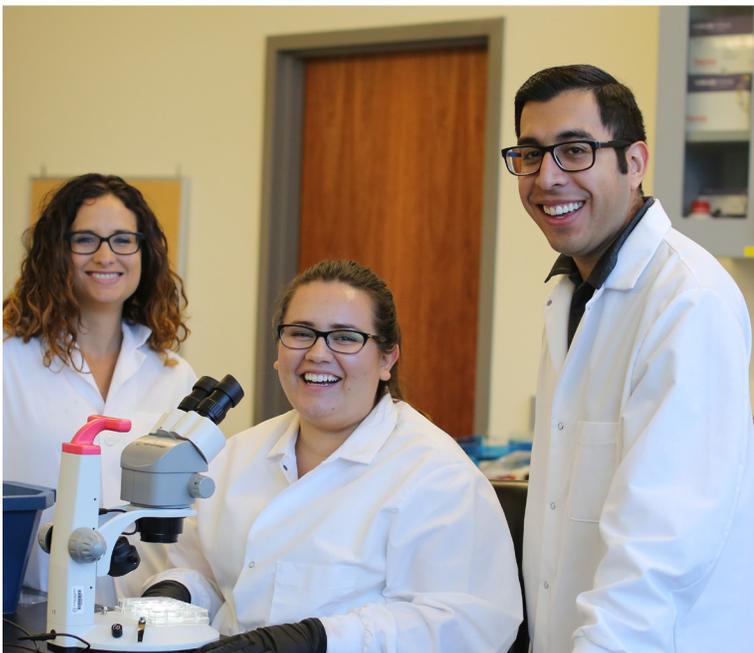


# THE CHANCELLOR'S DOCTORAL INCENTIVE PROGRAM

Commitment to Excellence with Diversity



2019/2020  
**APPLICATION  
GUIDELINES**

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# CHANCELLOR'S DOCTORAL INCENTIVE PROGRAM

The California State University (CSU) announces its Chancellor's Doctoral Incentive Program (CDIP) for the 2019/2020 academic year.

The California State University (CSU) Chancellor's Doctoral Incentive Program (CDIP) aims to increase the number of promising doctoral students applying for future CSU instructional faculty positions by offering assistance in the form of a financial loan and mentorship by CSU faculty.

Established in 1987, the CSU CDIP is the largest program of its kind in the United States. As of June 2018, it has loaned some \$51 million to 2,175 doctoral students who have attended over 200 universities throughout the nation; 1,343 of these recipients have successfully earned doctoral degrees to date; 807 have obtained employment as CSU institutional faculty members.

## PROGRAM DETAILS

The purpose of the program is to increase the number of promising doctoral students who are interested in applying for future CSU instructional faculty positions. The program seeks to accomplish this goal by providing financial aid in the form of loans to doctoral students with the motivation, skills, and experience needed to teach the diverse student body of the CSU. The monies may be used for any purpose to support the recipient's doctoral studies.

### Financial loan:

The CDIP offers loans up to \$10,000 per year over 5 years with a maximum amount of \$30,000. The loans are:

- Repayable over a 15-year period commencing one year after completion of, or withdrawal from, full-time doctoral study;
- Forgivable at the rate of 20 percent for each year of full-time postdoctoral teaching employment in the CSU or 10 percent for each year of half-time postdoctoral teaching employment in the CSU.

Details about the loan program can be found on our website.

### Mentorship support:

The CDIP also ensures the success of the doctoral students by combining the loan program with a mentorship component. Through collaborative teaching, research, and service activities, faculty mentors will:

- Support the CDIP Scholars' successful completion of their doctoral studies;
- Enhance the CDIP Scholars' potential for employment in an instructional faculty position at a CSU.

Information about the CDIP Faculty Mentor's role can be found on our website, under Mentorship.

### Other provisions of the program:

- Receipt of a loan through this program and completion of the doctorate **does not in any way guarantee employment** as a faculty member at a CSU campus nor does it obligate the recipient to accept such employment, if applied for and offered.
- Individual CSU academic departments may have faculty recruitment and appointment requirements in addition to an earned doctorate (e.g., possession of a teaching credential, a PhD instead of a professional doctorate in a specific subdiscipline). It is the applicant's responsibility to be aware of such requirements.
- Funds for the CDIP are contingent on the California State University Board of Trustees' approval each year of the Lottery Revenue Budget.

## LOAN DETAILS

Participants in this program may borrow up to \$10,000 per year to a total of \$30,000 within a five-year period while they are enrolled **full-time** in a doctoral program at an approved, accredited institution. Participants will sign a promissory note specifying the terms and conditions of the loan.

- 1 The interest rate for funds borrowed during the 2019/2020 academic year is 5 percent per annum.
- 2 Participants must repay the loan over a 15-year period, commencing one year after completion of, or withdrawal from, full-time doctoral study, or 10 years of participation in the program.
- 3 The minimum repayment required for a \$30,000 loan is approximately \$237 per month to amortize the 5 percent per annum loan over a 15-year period.
- 4 If a participant applies for and is hired in a CSU full-time instructional faculty position after completion of his or her doctorate, the loan will be canceled at a rate of 20 percent of the original loan amount, plus interest, for each year of full-time teaching in the CSU. Amounts canceled or “forgiven,” including foregone interest, are reported as income accrued, and federal income and Social Security taxes are withheld on those amounts.
- 5 The Chancellor’s Doctoral Incentive Program does not restrict participants from receiving other financial aid or earning income.

## PARTICIPANT ELIGIBILITY

The CDIP is intended to support doctoral students who are interested in joining the CSU as instructional faculty. As such, students who meet ONE of the following criteria are eligible to apply to the CDIP:

- **New or continuing full-time doctoral students** currently enrolled in an accredited program in the U.S.;
- **Undergraduate and master’s level graduate students** in the process of applying to an accredited doctoral program in the U.S.;
- **Lecturers who are enrolled full-time in a doctoral program** are eligible and encouraged to apply. However, probationary or tenured faculty members in the CSU are not eligible regardless of their status in a doctoral program.

### **Special considerations for students in professional and online doctoral degree programs:**

Most professional doctoral degree programs (such as EdD, DNP, DPT, and PsyD) as well as online degree programs are designed for entrance into a non-academic career. Applicants in a professional doctoral and/or online program may apply to the CDIP **ONLY** if they plan to pursue a tenure-track instructional faculty position **AND** their doctoral program’s mission explicitly includes preparation and training of future university faculty members (evidence of latter must be provided by applicant).

Since CSU EdD programs were established for the purpose of preparing administrative leaders for the California public education system (California Education Code 66040.3), applicants pursuing professional doctorates from CSU EdD programs must make a strong case for how their doctoral programs prepare them to be qualified and competitive for CSU faculty positions.

Enrollment or employment in the California State University is not required for participation in the program. However, approximately one-fourth of the awards are expected to be made to individuals who have served in CSU positions represented by the California Faculty Association in the last two years.

U.S. citizenship is not required, but applicants for CSU instructional faculty positions must be eligible to work in the United States. For more information, contact the CDIP office at (562) 951-4424.

# ELEMENTS OF THE APPLICATION PACKET

The application form has two parts: one to be completed by the student applicant, and the other by a CSU Faculty Mentor. Eligibility to participate in the program is based on the information provided on the application. If accepted into the CDIP, any change in discipline or university CANNOT be considered. Therefore, it is critical that the information you provide concerning where you attend (or will attend) graduate school is current and complete.

## CURRICULUM VITAE

Please include a current curriculum vitae, limited to **four pages**. Your CV should focus on your academic and professional accomplishments, including scholarly conference presentations (at regional or national meetings) and publications (e.g., peer-reviewed journal articles, book chapters, books).

## QUALIFICATIONS AND MOTIVATION STATEMENT

Please describe your qualifications for the Chancellor's Doctoral Incentive Program. The statement should be limited to **three single-sided pages** and address how the following have contributed to your commitment to become a CSU faculty member:

- Academic preparation (e.g., academic achievements, awards, honors, and fellowships);
- Professional experiences in teaching and research;
- Motivation and interest in becoming a university professor (both as a teacher and a scholar);
- Connection to the CSU (e.g., former/current CSU student or lecturer, knowledge of the CSU mission and role in preparing California's workforce);
- Dedication and ability to educate a diverse student body.

**Please note:** Students from a professional and/or online doctoral degree program (see Participant Eligibility on page 4) must address in their Qualifications and Motivation Statement THEIR PROFESSIONAL GOAL AS A UNIVERSITY FACULTY MEMBER. This also needs to be addressed in the mentor's letter of recommendation.

## FACULTY MENTOR/COLLABORATIVE PLAN OF SUPPORT

Applicants to the program must have a CSU Faculty Mentor. The faculty mentor must be a **full-time tenured/tenure-track** CSU faculty member. The objectives of the mentor/student interactions are to assist the student in the doctoral program, to help the student understand the workings of higher education institutions and the faculty labor market specific to particular disciplines, and to aid the student in the development of skills relevant to success as a CSU tenure-track faculty member. Please see the Faculty Mentor page on the CDIP website for more information about the CDIP Faculty Mentor's role and eligibility.

The Faculty Mentor and applicant are required to jointly develop a written Collaborative Plan of Support describing how they intend to maintain communication and collaboration. The plan should describe clearly defined activities with a timeline that is designed to assist the applicant through his/her doctoral studies. The quality of this plan is critically important to the application selection process.

The contents of the plan may vary depending on the prior contact that the applicant may have had with the faculty and the extent to which the applicant is familiar with the demands of a doctoral program and the expectations of future faculty in the CSU.

## ELEMENTS OF THE APPLICATION PACKET (continued)

The Collaborative Plan of Support should outline future activities that address teaching, research, and service; the three dimensions of an academic career. Suggested activities include those listed below:

- Collaborative teaching and syllabus development;
- Collaborative research projects and publications;
- Collaborative grant proposal development;
- Joint participation in professional seminars and meetings;
- Involvement in campus committees and meetings;
- Joint presentations in professional forums;
- Development of a competitive curriculum vitae for faculty job applications; and
- Involvement in community-participatory research or service learning activities.

**There should be clear evidence of efforts to familiarize the applicant with the CSU mission, governance, culture, and expectations for CSU tenure-track faculty in the applicant's particular discipline.**

### LETTERS OF RECOMMENDATION

**Three** current professional letters of recommendation are required with this application that address:

- The quality of applicant's proposed plan of study (including the quality of the institutions and departments where applicant intends to pursue his/her doctoral degree);
- The applicant's potential to succeed as a doctoral student and be hired as a CSU tenure-track instructional faculty (particularly important for professional and/or online doctoral degree program applicants);
- The applicant's experience and motivation relevant to educating a diverse student body in the CSU.

References should include the referee's name, address, e-mail, and telephone number. One of the three letters **must** be from the applicant's CSU Faculty Mentor, which should also describe the Mentor's approach to mentoring graduate students and, if available, successes with guiding past students through their doctoral education and faculty job search. If applicant is **currently enrolled** in a doctoral program, one of the other letters must be from a faculty member at that institution.

### CSU FACULTY POSITION ANNOUNCEMENT

The Mentor should provide the applicant, for inclusion with the application, a copy of at least one recent tenure-track faculty position announcement in the student's **general field of study** that has been posted at a CSU campus. The purpose of the job posting is to provide evidence that the CSU has recently sought to hire individuals in the field/specialization pursued by the applicant. The existence of a job posting in the student's field **does not imply or guarantee that similar jobs will be available** when the participant applies for employment in the CSU. However, the lack of a relevant job posting in recent years may indicate that there is little demand for faculty in the field pursued by the student.

## SELECTION CRITERIA

Two criteria are used to make selections to the Chancellor's Doctoral Incentive Program:

### 1

Academic potential: a number of factors are considered to determine the applicant's potential as a doctoral student, potential to become a tenure-track faculty member, and interest in working with a diverse student population; these include:

- Quality of the applicant's doctoral program: Not all doctoral programs are considered equal. Applicants should choose doctoral programs that are rigorous, well-known and respected in their discipline. It is recommended that applicants consult with faculty in the field of study to determine which program will best position graduates for future faculty positions. If the applicant plans to attend a professional and/or online doctoral program, the applicant should make a strong case for how the doctoral program can prepare the applicant to be competitive for a CSU faculty position (e.g., describe doctoral program's research curriculum, provide statistics of past graduates of the online doctoral program who were hired in tenure-track positions).
- Applicant's academic achievement and potential as a doctoral student: How qualified is the applicant academically? How strong are the applicant's scholarly achievements and potential? How likely is the applicant to successfully complete the doctoral training?
- Applicant's potential to become a tenure-track professor: The applicant needs to demonstrate an understanding of and appreciation for the various roles and responsibilities of a faculty member, namely in teaching, research, service and mentoring. For example, does the applicant have demonstrated interest in and a plan for acquiring pedagogical knowledge and skills? Does the applicant have well-articulated research questions, active research activities and a plan for programmatic research as a doctoral student that show potential to be a productive faculty scholar?
- Applicant's connection to CSU and passion for CSU students: How knowledgeable and committed is the applicant in respect to the mission and role of the CSU in higher education?
- Potential for successful collaboration between applicant and CSU Faculty Mentor in teaching, research, and service: Is the collaborative plan balanced across teaching, research, and service? Do the proposed activities have a clear and feasible timeline? Is the collaborative plan of support for teaching, research, and joint professional activities substantive and ongoing?
- Potential for continuous and sustained quality mentorship by CSU Faculty Mentor: How familiar is the CSU Faculty Mentor with the applicant's professional goals? How well does the CSU Faculty Mentor understand the areas that need support and guidance in the applicant's professional development? Is the CSU Faculty Mentor a good fit for the applicant's background and professional goals?

### 2

Academic discipline: Primary consideration will be given to candidates whose proposed area of study falls **where CSU campuses anticipate the greatest difficulty in filling potential future instructional faculty positions**. Information from a variety of sources may be considered when evaluating this criterion. One relevant source is the CSU Report on Faculty Recruitment Survey which presents recent information on the number of tenure-track searches and appointments in various disciplines throughout the CSU system. **This report is available at the following website: <http://www.calstate.edu/HR/faculty-resources/research-analysis/faculty-recruitment-reports.shtml>**

## SELECTION PROCESS

Applications for the Chancellor's Doctoral Incentive Program are submitted through the CSU campus of the CSU Faculty Mentor. Applications are due at the CDIP campus coordinator's office on a date specified by that office (typically in February, but the date varies by campus). A campus committee evaluates the applications and makes recommendations for further consideration to the campus president. The president then forwards campus nominations to the Chancellor's Office. A systemwide committee reviews the campus nominations and makes recommendations to the Chancellor for final approval. The 2019/2020 selection announcements will be available in May 2019.

## APPLICATION CHECKLIST

Upload the following documents as noted on InfoReady. When asked what CSU Campus you are applying to, you must select the campus where the CSU Faculty Mentor is employed.

- Completed application form
- A current curriculum vitae, limited to four pages
- Statement of Qualifications and Motivation, limited to three pages
- Collaborative Plan of Support, co-constructed by CSU Faculty Mentor and applicant
- Three** professional letters of recommendation; one letter must be from your faculty mentor. If you are currently enrolled in a doctoral program, one letter must be from a faculty member at that institution
- A recent CSU faculty position announcement in the applicant's general field that has been posted at a CSU campus

## DUE DATES

Applications are due on a date established by the CSU Campus where your CSU Faculty Mentor is teaching. Visit our website at: <http://www.calstate.edu/HR/CDIP/apply/application-deadlines.shtml> or contact the CDIP Coordinator at the campus to which the application will be submitted for its deadline.

## APPLICATION SUBMISSION

Please make sure to submit all required documents. Only complete applications will be considered. Note that the CSU Campus should be where the CSU Faculty Mentor is employed.

Your application must be submitted by the deadline set by the campus to which you submit. Any applications submitted after the deadline will not be considered.

## CAMPUS COORDINATOR CONTACT INFORMATION

Each California State University has a designated CDIP campus coordinator. Please contact the appropriate campus coordinator for application submission deadlines. A list of coordinators and deadlines can be found on the CDIP website: [www.calstate.edu/CDIP](http://www.calstate.edu/CDIP).