

## **Marquina Faculty-Graduate Student Collaboration Award Policy**

May 2025

### **Purpose:**

The purpose of this award is to encourage collaboration on faculty research projects with sociology graduate students and to provide summer funding to students to foster this collaboration.

### **The Award:**

The award of \$2500 will be given as a summer stipend to the student(s) to support their work on the project. If there is more than one student collaborator, the funds will be divided equally among the students.

### **Requirements:**

- All current tenure-track faculty with at least .5 FTE in the sociology department are eligible for this award.
- The collaborator(s) must be a graduate student in the Sociology Department and must be in good standing to receive the award.
- A student may not work on more than one project funded by this award in the same year. Furthermore, a student may not receive more than two full awards during their career as a graduate student.
- If there is more than one student involved in a particular collaborative project, only the proportion of the award each receives is counted against their maximum of two award units. For example, if two students are involved in the same project and, therefore, each receive half of the funds, then each is eligible in the future to receive up to 1.5 more award units (e.g., they could be on one project as the sole student collaborator and at another time on another project as one of two student collaborators).

### **Application process:**

- Faculty members apply for the award by writing up a brief (less than 250 word) description of the research project, identifying the student collaborator(s) they have chosen to work with, and indicating the intended product of the collaboration (this can be as simple as stating that they intend to produce an article for publication in a peer-reviewed journal).
- The faculty member must clearly state that they intend to co-author the resultant work of the collaboration with the student(s), and they must sign this statement.
- The student(s) must also provide a short signed statement indicating that they want to take part in this collaborative project and will allocate time in summer to work on the project if they are chosen for the award.

### **The selection process:**

- The queue of faculty members is based on a random number generator. The record of this queue is maintained by the Department Head. New faculty members will start at the back of the queue as it stands when they start their contract.
- Each year the Department Head will determine how many awards (N) are to be given based on available funds (initially, four awards will be available per year). The

Department Head will contact the first N in the faculty queue by **October 15** to ask if they want to apply for the funds for that summer; the first round of invited applications will be due by **November 1**.

- If a faculty member declines to apply that year, then their position will be given to the next person in the queue. Faculty who are at the front of the queue who decline in one year will remain at the front of the queue until they receive an award.
- Faculty who receive the award will be moved to the back of the queue, maintaining their original order with the others who got the award in the same year.
- Once a collaboration has been submitted to a scholarly outlet for review and the faculty member notifies the Department Head, they become eligible for a new award in the next cycle. It is the faculty member's responsibility to notify the Department Head of, and provide documentation for, the publication's status. For the sake of simplicity, the cycle begins September 15 and ends when the final round of invited applications are due.
- The Department Head will determine whether the faculty members who have applied will receive the award. There are two criteria that will be evaluated:
  1. The award is only to be given to support research intended to produce publication(s) in a scholarly outlet of which the faculty member and the student(s) are co-authors. The assessment of this is based on the faculty applicant's signed statement, mentioned above, indicating that they intend to collaborate with a student (or students) with a good-faith intention of producing a scholarly publication.
  2. Second, in cases where the faculty applicant has received the award in the past, the Department Head will consider whether they followed through on their commitment to produce a co-authored scholarly publication with the student (or students). A failure to have published with a student in a previous collaboration does not necessarily prevent a faculty member from receiving the funds, but the faculty member must demonstrate to the Department Head's satisfaction that there was a sincere effort to follow through on the commitment to produce a scholarly publication, and that the failure to do so was due to circumstances beyond their control. In cases of ambiguity, the Department Head will consult with **the Awards Committee** to reach a decision. It is the faculty member's responsibility to notify the Department Head if they are abandoning their publication plans and closing the collaboration.
- **The annual cycle of awards ends** when all N awards have been granted or when all eligible faculty have been invited to apply and their application deadlines has passed. The Department Head then communicates the details of that cycle's awards to the Awards Committee for its annual announcement of graduate awards. If less than N awards have been made, the Department Head may elect to apply the remaining funds to other purposes, including awards for graduate student research.