The California State University
SYSTEMWIDE HUMAN RESOURCES

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Date: October 8, 2010 **Code:** **HR 2010-14**

To: CSU Presidents

From: Gail E. Brooks
Vice Chancellor
Human Resources

Subject: **2011/2012 CSU Chancellor's Doctoral Incentive Program (CDIP)**

Overview

Audience: CSU Presidents/CDIP Coordinators

Action Items:

CSU Presidents:
Send nominations to the Office of the Chancellor by March 18, 2011.

CDIP Coordinators:
Distribute materials, publicize program, establish campus deadline for acceptance of applications. Solicit full-time, tenure-track members to serve as advisors to qualified applicants. Organize a campus committee to review applications and make recommendations to the president.

Affected Employees Group/Units: N/A

Summary

The California State University is seeking nominations for the 2011/2012 Chancellor's Doctoral Incentive Program. Nominations are due to the Chancellor's Office by March 18, 2011.

CDIP Coordinators should read the remainder of this HR letter.

The California State University is seeking applicants for the 2011/2012 Chancellor's Doctoral Incentive Program. The following is an overview of the program followed by the procedure, timetable and criteria for selecting participants in this year's cycle.

The CSU Chancellor's Doctoral Incentive Program is the largest program of its kind in the nation. The purpose of the program is to increase the number of individuals who complete the doctorate and who may be interested in potentially applying and competing 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 population of the CSU. Through July 2010, it has loaned some $40 million to 1,808 doctoral students who have attended nearly 200 universities throughout the nation; 1,017 of these recipients have successfully

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earned doctoral degrees to date. Funding for the program is contingent upon budget approval by the Board of Trustees from 2011/2012 Lottery Revenue funds.

Applicants in all fields where CSU campuses employ faculty are eligible for admission to the program regardless of gender or ethnicity. The program gives primary consideration to candidates in fields where CSU campuses anticipate the greatest difficulty in filling potential future instructional faculty positions.

Program Features

This program is open to applicants who will be new or continuing full-time students in doctoral programs at accredited universities anywhere in the United States. Individuals who are selected to participate in the program may borrow up to $10,000 annually to a limit of $30,000 over a five-year period while enrolled in full-time doctoral study. There is no means test for eligibility, and students may receive other income from fellowships, assistantships, grants, loans, or employment.

Applicants are not required to have attended the CSU or to have been accepted in a doctoral program at the time of their application. Employment in California State University is also not required. However, the CSU has agreed with the California Faculty Association that at least 25% of awards should be offered to qualified individuals who have served in bargaining Unit 3 positions within the two-year period prior to the award date.

In addition, all applicants to the program must have a CSU Faculty Advisor. The purpose of this advisory relationship is to support the student in his/her doctoral program and to help the student understand the workings of higher education institutions and the faculty labor market specific to particular disciplines. It is recommended that the Faculty Advisor and student be in the same discipline, but it is not required. It is the applicant's responsibility to obtain a Faculty Advisor. As part of the application process, the applicant and Faculty Advisor jointly develop a Collaborative Plan of Support. The Plan describes how the applicant and advisor intend to maintain communication as well as a program of activities planned that will support the student through his/her doctoral studies. Faculty Advisors are volunteers who receive no compensation or assigned time for their services. Advisement of a student and acceptance into the program does not guarantee future CSU employment for the student.

After completion of the doctoral degree or withdrawal from doctoral study, a participant is extended a 12-month grace period before loan repayment begins. The loan is payable over a period of 15 years, and the interest rate for funds borrowed during the 2011/2012 academic year is 5%. The annual interest rate accrues only from the beginning of the repayment period.

If the participant obtains a full-time instructional faculty position in the CSU, the loan principal and interest are "forgiven" at the rate of 20% for each year of service. After five years of full-time CSU faculty service, the entire loan amount can be forgiven. Recipients with the doctorate who teach half-time or more in the CSU may receive loan forgiveness at the rate of 10% per year of service. Amounts cancelled through this policy, as well as the foregone interest on the remaining loan balance, are reported as income accruing to the faculty member and federal income and social security taxes are withheld on that amount.

Program Procedures

Program information cards and posters are being sent to campus Program Coordinators.

Campus coordinators are asked to perform the following tasks:

1. Distribute materials and publicize the program to potential qualified applicants. Establish the campus deadline for acceptance of applications. Note that for 2011/2012, the application is available online at www.calstate.edu/hr/cdip. Hard copies of the application are no longer distributed to campuses.

2. Solicit full-time, tenure-track faculty members to serve as advisors to qualified applicants.

3. Attempt to match potential applicants who do not yet have a Faculty Advisor with faculty in the appropriate academic discipline.

4. Take the lead in organizing an appropriate campus committee to review applications and to recommend to the president the nominations that will be submitted to the Office of the Chancellor.

The applications of all campus nominees will be considered by a systemwide selection committee, which will be composed of CSU faculty, campus administrators and Chancellor's Office administrators. In spring 2010, the systemwide selection committee reviewed 86 applications forwarded by the campuses from which it made 65 selections. It is anticipated that a similar number of applicants may be selected for support in the 2011/2012 program year.

Two criteria are used to make selections to the program:

1. Potential as a doctoral student and interest in teaching a diverse student population. Considerations include:

    a. The applicant's academic record and professional qualifications.
    b. The quality of the proposed doctoral program.
    c. The applicant's relevant background, experience, skills, and motivation needed to educate the diverse student body in the CSU. These experiences and characteristics may include experience working with persons with a wide range of backgrounds and perspectives, research interests related to educating an increasingly diverse student body, and experience in a variety of cultural environments.
    d. A Collaborative Plan of Support prepared by a CSU tenure-track faculty member(s) and the applicant describing their plan to maintain communication, enhance the student's academic experience, and provide professional mentoring and networking opportunities. The Collaborative Plan of Support may include academic support, joint professional development, networking activities, and other similar activities.

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 web site: www.calstate.edu/HR/apindex.shtml.

Program Calendar:

October 2010	Information cards and posters are shipped to CDIP Campus Coordinators
March 18, 2011	Campus nominations/applications due at the Chancellor's Office
April 21, 2011	Tentative meeting date of Systemwide Selection Committee
May 2011	Announcement of 2011/2012 CDIP selections.

Any concerns or questions about the Chancellor's Doctoral Incentive Program should be directed to Margaret Merryfield, Senior Director, Academic Human Resources at 562-951-4503 or Robin Marion, Director, Chancellor's Doctoral Incentive Program at rmarion@calstate.edu.

This HR memorandum is available on the Human Resources Management's Web site at:
http://www.calstate.edu/HRAdm/memos.shtml.

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