

## NSF CAREER AWARD: Departmental Letter

In recognition of the teacher-scholar role of beginning faculty members, NSF encourages organizations to value and reward the integration of research and education. This integration of research and education requires close collaboration between the CAREER principal investigator and his/her organization throughout the award. To demonstrate the department's support of the integrated research and education plan of the CAREER awardee, the proposal must include one (and only one) letter from the PI's department head (or equivalent organizational official). The letter, which will be included as part of the consideration of the overall merits of the proposal, should demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the CAREER award. A letter that fails to acknowledge institutional commitment to the professional development and mentoring of the PI may disadvantage an otherwise outstanding proposal.

The departmental letter should be approximately one page in length, and must be signed by the PI's department head (or equivalent organizational official). The official's name, title, and date must appear below the signature. The letter should contain the following elements:

- An indication that the PI's proposed CAREER activities are supported by and integrated into the educational and research goals of the department and the organization, and that the department is committed to the support and professional development of the PI;
- A description of a) the relationship between the CAREER project, the PI's career goals and job responsibilities, and the goals of his/her department/organization, and b) the ways in which the department head (or equivalent) will ensure the appropriate mentoring of the PI, in the context of the PI's career development and his/her efforts to integrate research and education throughout the period of the award and beyond;
- Verification that the PI is eligible for the CAREER program.

### NSF CAREER AWARD: Instructions to Reviewers

Successful PIs will propose creative, integrative, and effective research and education plans, developed within the context of the mission, goals and resources of their organization, and which will build a firm foundation for a lifetime of integrated contributions to research and education. While excellence in both education and research is expected, activity of an intensity that leads to an unreasonable workload is not. The research and educational activities do not need to be addressed separately, if the relationship between the two is such that the presentation of the integrated project is better served by interspersing the two throughout the Project Description.

In your review of CAREER proposals, we also ask that you consider the Departmental Letter, found in the Supplementary Documentation section. **The letter, which must be signed by the PI's department head (or equivalent organizational official), should demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the CAREER award. A letter that fails to acknowledge institutional commitment to the professional development and mentoring of the PI may disadvantage an otherwise outstanding proposal.**

## IDEAS FOR NSF DEPARTMENT SUPPORT LETTER

I am writing to support Prof;’s X’s proposal, TITLE to the NSF CAREER program. Prof X is a prominent researcher who plays an important role in our plans to expand our research and teaching activities in <subfield>.

Having hired professor X after a national search, Rutgers is investing in X’s career development. In particular we have,

- Allocated a new lab, equipment, etc.

- Provided funds to recruit students, etc.

- Assigned Prof Y, as a mentor to XX. Professor Y a PI of several NSF awards, will provide guidance to Professor XX on research, education, and outreach activities.

Professor XX will be allowed a full paid one semester sabbatical before being reviewed for tenure and will use this time to further the goals of the CAREER award.

Rutgers will integrate Professor XX into it’s teaching and outreach programs and will support professor X is the development and assessment. In particular

- Dr. X’s new course will... play an important role in ...

- Dr. X will be encouraged to develop a freshman seminar. These seminars are designed to encourage undergraduates to become engaged in research and to further their education in graduate school.

- Serve as mentor in the Research In Science and Engineering program at Rutgers, a summer immersive research program that is designed to attract underrepresented groups to science and engineering graduate programs

- <Reiterate outreach or education items in Proposal>

Rutgers University supports the goals of the NSF CAREER program. In particular, Rutgers believes strongly in departments and centers that actively participate in inclusive undergraduate and graduate education, cutting-edge multidisciplinary research, and outreach to high schools and community colleges. Rutgers tenure and promotion processes encourage the full range of faculty activities and do not focus solely on one area such as single authored journal papers.

OPTIONAL: As a member of an underrepresented group/ As a woman in a male dominated field, Dr. XXX will serve as a role model for others. Dr. XXX is participating in our ....

I verify that Professor X is eligible for the NSF Career Award. Professor XXX hold an untenured position and is on the tenure track at Rutgers University. Professor X received a doctoral degree in XXX from YYY in 200x. INCLUDE IF TRUE:- Furthermore, Professor X is a US Citizen (or permanent resident) and is eligible for consideration of the PECASE award