

Southern Connecticut State University

MINORITY RECRUITMENT & RETENTION COMMITTEE

Guidelines for Minority Recruitment & Retention Committee Grants

2025- 2026

Submit Application [in Kuali Build](#)

The Minority Recruitment & Retention Committee

The members of the committee appointed by the President and working in conjunction with the Affirmative Action/Equal Opportunity Employment Office, the committee endeavors to be available in any way to support faculty to achieve the university's goal of recruiting and retaining minority faculty. According to the Collective Bargaining Agreement, the role of the Minority Recruitment and Retention Committee is to assist search committees in their recruitment of minorities and other protected groups, as well as support departments in the retention of said individuals.

Request for Proposals

The Minority Recruitment & Retention Committee invites proposals that will provide *direct support in the recruitment and retention of minority faculty* in accordance with Article 3.4 of the Collective Bargaining Agreement between the Connecticut State University AAUP and the Board of Trustees for Connecticut State University. "Minority" is defined historically as African Americans (blacks), Hispanics/Latinos, Asian/Pacific Islanders, and American Indian/Alaskan (Aleutians).

Funding

Funding is available and awards range from \$500 to \$2,000 per academic year for selected proposals.

Criteria and Restrictions

The criterion for evaluating MRRC proposals is the potential of the proposed project to enhance the recruitment and retention of minority faculty via one of three targeted categories:

Professional Enhancement, Mentoring, or Research.

I. Professional Enhancement:

Proposals in this category should be directly related to:

- A. Enhancing professional growth and development of a *non-tenured* minority faculty member. This could include, but is not limited to, attending programs, workshops, and seminars to enhance teaching and research, as well as present papers at conferences.
- B. Enhancing professional growth and development of any faculty member (minority or non-minority, tenured or non-tenured) that would lead to assisting in the recruitment or retention of minority faculty. This could include, but is not limited to, a faculty member

attending workshops, seminars, conferences, or bringing in speakers or hosting seminars designed to improve recruitment or retention of minority faculty.

- C. Enhancing professional growth and development through fostering a campus-wide climate of critical thought and discussion on minority-related issues. This could include, but is not limited to, bringing in speakers, hosting panel discussions, workshops, and seminars on the importance of diversity; consultants to assist in minority recruitment or retention; workshops and other projects focusing on minority-related issues; workshops presented by faculty to enhance skills of colleagues in recruiting and retaining minority faculty.

II. Mentoring:

Proposals in this category should include requests to become a mentor, receive a mentor or develop a mentor program geared toward the mentoring of non-tenured minority faculty by tenured faculty in areas of teaching and research.

III. Research:

Proposals in this category should include the development of a research agenda by non-tenured minority faculty members. This could include, but is not limited to, field or laboratory research, writing/publishing articles, books, book chapters, and the presentation of scholarly papers.

The following restrictions apply to all proposals:

1. Requested funds shall not compensate a full-time CSU faculty member for professional services rendered.
2. Requested funds are not normally used to support proposals for which there is a more appropriate institutional source -- for example the AAUP travel monies.
3. Requested funds are not normally used for supply or equipment purchases except for materials integral to the project.
4. Applicants are limited to no more than one award per academic year.
5. Separate proposals must be submitted for each category if applying for more than one.
6. Priority will be given to those who have not submitted previously.

Requirements of Award Recipients

- Provide to the MRRC a formal written final or progress report of the results of one's endeavors within thirty (30) days of the end of the semester.
- Cite/credit the Minority Recruitment & Retention Committee by name in any published work using MRRC funds.
- Where relevant, formally share with other faculty – through workshops or presentations – the expertise gained as a result of the participation in the program or enhancement.
- Note: The grant award is for the specific project proposal that you submitted. The use of grant funds for a project other than the one for which the grant was awarded is prohibited

and will result in the forfeiture of the grant, and, if funds are spent, a reimbursement of the grant funds.

Application Procedures

- Complete attached application (note that all applications must be typed).
- Attach curriculum vita.
- Submit electronically via the form in Kuali Build: MRRC Grant 2025 - 2026
- PLEASE NOTE THAT FOR TRAVEL WE NEED TO CONTINUE TO FOLLOW HEALTH AND UNIVERSITY POLICIES

Application Deadline. It is the responsibility of the applicant to have proposals submitted on time.

ALL PROPOSALS MUST BE SUBMITTED AND AWARDED PRIOR TO THE EVENT

NO PROPOSALS WILL BE ACCEPTED AFTER THE DUE DATE.

Calendar for Receipt of Proposal and Announcement of Awards

Fall 2025 Dates:

Friday, October 17th ,2025 4 p.m. Proposals submissions

Friday, November 7th, 2025, 4 p.m. awards will be announced.

Spring and Summer 2026 Semester Dates:

Friday, March 13th, 2026, 4 p.m. deadline for receipt of proposals.

Friday, April 10th, 2026 4 p.m. awards will be announced.

Questions regarding the application process or requests for other information may be directed to Gladys Labas at e-mail: labasgl@southernct.edu or Brandon Hutchinson at hutchinsonbl@southernct.edu

Questions related to navigating the form in Kuali Build should be sent to SPAR, spar@southernct.edu

**SOUTHERN CONNECTICUT STATE UNIVERSITY
MINORITY RECRUITMENT & RETENTION COMMITTEE**

Grant Application Proposal for 2025-2026 Award – *The following information should be provided in [Kuali Build](#). The following is meant to serve as a preview of the information that will be requested and is not a substitute for completing the information within the electronic application.*

Name:

Email:

Department:

Academic Title:

Faculty Position: ☐ Part-Time ☐ Full-Time

Are you a previous MRRC Recipient? ☐ Yes ☐ No

If “YES,” did you submit a final report? ☐ Yes ☐ No

If “NO,” please complete the [AAUP Project Report Submission](#)

Targeted Category: Check one of the boxes below and complete the blank that best describes the category for which you are applying.

- Professional Enhancement
- Mentoring
- Research

If “RESEARCH,” does this project involve vertebrate animals? Does it involve human subjects?

Itemized Budget and Rationale

ITEM	AMOUNT	RATIONALE
Total		

MRRC Proposal Narrative

Complete the following application narrative and upload as an attachment in [Kuali Build](#). Please also upload a copy of your curriculum vitae. Remove these instructions before uploading your narrative.

Proposal Title:

MRRC Grant proposal Goal(s): Identify the basic goals(s) to be achieved by the proposed activity.

Description of Activity**Evaluation of the Proposed Activity****Rationale for Minority Recruitment & Retention Committee Fund Support:**