



## SME Academic Career Development Grant Guidelines and Selection Criteria



### Overview

The SME Academic Career Development Grant (the “Grant”) is intended to provide newly employed, non-tenured Assistant or Associate Professors with the financial support needed to better participate in activities, such as research, publication, and professional service, which are necessary to achieve tenure and promotion. The Grant will be administered through the appropriate research office of a given university where the total indirect costs, fees and overhead is collectively capped at 6.5% of the Grant.

Grants receiving complete funding from an individual, company or organization in any given year(s) may qualify for “naming rights” recognizing the individual, company or organization as the Grant underwriter.

### Timeline

The Grant adheres to the following timeline:

Date	Task
Dec. 15, 2024-Jan. 31, 2025	Applications accepted
March 3	Selection Committee begins review of applications
April/May	Interviews are conducted for top candidates
June	Final approval from SME & SMEF Boards
July 1	Grant awardees announced
August 15	First disbursement of Grant funds
SME Annual Conference	Recipient(s) recognized at various SME functions

### Qualifications

Grant applicants must meet the following criteria:

1. The Grant is strictly limited to new full-time, tenure-track faculty who are currently employed at a U.S. academic institution in an accredited degree granting program with emphasis on mining engineering or extractive metallurgy/mineral processing engineering (EM/MP engineering). The term “new” is defined as an Assistant or Associate Professor who has yet to obtain tenure. There is no age restriction associated with this Grant. Preference will be given to faculty in their first few years of teaching.
2. The applicant’s Department Head or Dean must be willing to annually endorse the candidate’s Grant application and provide written confirmation that the institution approves of the candidate obligations and grant disbursement terms.
3. Must be an SME member in good standing.

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**Application Requirements**

Interested candidates will submit the following information:

- General information form (last part of this document)
- Curriculum vitae
- Three letters of recommendation (including one from the candidate's department head). The recommendations will be submitted by your references directly to the selection committee using the provided forms.
- Written confirmation that the institution approves of the candidate obligations and grant disbursement terms
- Applicants will be asked to sign a release form giving the committee permission to contact their Department Head to obtain more information as needed during the selection process.
- **Candidate's packet of information may be submitted to:**  
**SME Academic Grant Program**  
**12999 E. Adam Aircraft Circle**  
**Englewood, CO 80112-4167**  
**-or-**  
**scan all documents as a single pdf (8.5 x 11) and email to:**  
[AcademicGrants@smenet.org](mailto:AcademicGrants@smenet.org)

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**Recipient Selection**

The Education Sustainability Committee (the "Committee") will conduct: (1) a review of applications, and (2) a formal interview of the top candidates. Once the final candidates have been selected, their names will be submitted to the SME Board of Directors and the SME Foundation Board of Trustees for final approval. Results of review and rankings are strictly confidential and will not be released.

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The Career Development Grant is intended to provide newly employed, non-tenured Assistant or Associate Professors with the financial support needed to better participate in activities, such as research, publication, and professional service which are necessary to achieve tenure and promotion. Preference will be given to faculty in their first few years of teaching. Each Career Grant will be limited to \$100,000 per year for a maximum of 3 years. Successive grant years are not automatically renewed; awardees wishing to continue the Grant for successive years must submit a written statement of intent along with their semi-annual report by December 15 and June 15. The semi-annual reports and statement of intent will be reviewed by the Committee and the executive committees of both the SME Board of Directors and SME Foundation Board of Trustees; the recipient's eligibility to continue will be approved by the Committee and conveyed to the recipient. The Career Development Grant is not extendable beyond the date the recipient achieves tenure, thereby fulfilling the mission and intent of the Grant. Funding ends the semester tenure is obtained.

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**Recipient Obligations**

By December 15 and June 15, each Grant recipient will submit a semi-annual report that summarizes the following activities from the preceding six months:

- A list of courses taught
  - Statement of research and scholarly activities, equipment purchased or leased, student reports
  - Statement of professional and institution service activities, publications, posters, invited talks
  - An Expenditure Summary of how the funds from the preceding semester were used (e.g., student support, research equipment, travel, conferences, supplemental summer income)
  - Major accomplishments, awards and milestones
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- Goals and objectives for the coming semester
  - Letter of support from Department Head or Dean
  - Letter of intent to continue with the next year of the program (for June report)

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**Questions**

Questions regarding the SME Academic Career Development Grant may be directed via email to [AcademicGrants@smenet.org](mailto:AcademicGrants@smenet.org).

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**SOCIETY FOR MINING, METALLURGY & EXPLORATION INC.**  
**Career Development Grant Program**  
**Guidelines and Selection Criteria**

In accordance with its tactical mission, the SME Education Sustainability Committee (ESC) has sought to identify the prominent challenges threatening the long-term viability of U.S. academic programs offering degrees which emphasize Mining and Mineral Processing/Extractive Metallurgy Engineering, as well as formulate meaningful, actionable recommendations to mitigate these challenges. One of the paramount issues of immediate concern is the absence of a viable means (pipeline) to address the current number of faculty vacancies and the looming labor deficiencies associated with retirements over the next decade.

The challenges associated with faculty scarcity is cumulative and extends from recruiting appropriate candidates with a desire for pursuing a career in academia and the ability to successfully complete a Ph.D. degree, through the tenuous process of achieving tenure at a given academic program. To address this threat, SME and the SME Foundation are supporting a two-fold initiative: (1) the development of a 4-year graduate fellowship for qualified Ph.D. students who are committed to pursuing careers in academia and (2) the awarding of Career Development Grants intended to assist new faculty in establishing research and publication records necessary to achieve tenure and promotion.

This document provides an overview of the program guidelines and selection criteria for the SME Career Development Grant program:

#### Proposed Structure

This initiative is intended to provide newly employed, tenure-track Assistant or Associate Professors with the financial support needed to better participate in activities, such as research, publication, and professional service, which are necessary to achieve tenure and promotion. Each Career Grant will be limited to \$100,000 per year for a maximum 3-year period; however, successive grant years are not automatically renewed.

#### Eligibility Guidelines

- The formal name of the award is the “SME Academic Career Development Grant”.
- The SME Academic Career Development Grant (the “Grant”) is strictly limited to new full-time, tenure-track faculty who are currently employed at a U.S. academic institution in an accredited degree granting program with emphasis in mining engineering or extractive metallurgy/mineral processing engineering (EM/MP engineering). The term “new” is defined as an Assistant or Associate Professor who has yet to obtain tenure. Unlike career grants sponsored by some government entities, there is no age restriction associated with this Grant; However, preference will be given to faculty in their first few years of teaching.
- The applicant’s Department Head and Dean (or academic equivalent) must be willing to annually endorse the candidate’s Grant application and provide written confirmation that the institution approves of the candidate obligations and grant disbursement terms and conditions of the Grant.

#### Recipient Obligations

- Grant recipients must be in good standing as a member of SME.
- Each Grant recipient will submit a semi-annual report by December 15<sup>th</sup> and June 15<sup>th</sup> that summarizes the following activities from the preceding six months:
  - A list of courses taught.
  - Statement of research and scholarly activities (e.g., submitted and funded proposals publications, presentations, posters, invited talks, etc.).
  - Statement of professional and institution service activities.
  - Major accomplishments, awards, and milestones.
  - An Expenditure Summary of how the funds from the preceding semester were used (e.g., student support, research equipment, travel, conferences, supplemental summer income).
  - Goals and objectives for the coming year.
  - Letter of intent to continue with the next year of the program. For awardees wishing to continue the Grant in Years 2 and 3, a written statement of intent is required annually to be submitted to SME no later than June 15. This document provides confirmation that the faculty member intends to continue

his/her participation in the Grant program for the next 12-month period. In addition, the Grantee must also submit a letter of support signed by their Department Head (or appropriate supervisor) indicating continued institutional commitment for the Grant and compliance with its specified terms and conditions.

- The awardee will acknowledge the SME Academic Career Development Grant as a funder in any products (papers, presentations, patents, software, etc...) developed using grant funds.
- Recipients will be asked to sign a release form giving the committee permission to contact their Department Head to obtain more information as needed during the semi-annual review process.
- The Career Development Grant is not extendable beyond the date the recipient achieves tenure, thereby fulfilling the mission and intent of the Grant.
- The Grant is not transferable. If the Grant recipient terminates his/her employment with the University or changes the status of his/her appointment (e.g., becoming part-time, accepting a non-tenure track teaching or research position, taking a leave of absence, any other change in status, etc.), the recipient will forfeit the Grant. The Grantee may appeal this forfeiture to the Committee which has the authority to remediate the matter if it believes it is warranted and in the best interests of SME and the faculty member. It is emphasized that the Career Development Grant is not extendable beyond the date the recipient achieves tenure.
- Each Grant recipient is strongly encouraged to attend the SME Annual Meeting and participate in the Foundation Dinner, the Foundation Trustees meeting, and the Educators Forum. Furthermore, it is expected that these individuals will engage in professional activities associated with programming and committee service.

#### Grant Disbursement

- The Grant will be administered through the appropriate research office of a given university, where the total indirect costs, fees, and overhead is collectively capped at 6.5% of the Grant.
- SME will disburse Grant funds to the University twice per year in equal amounts on or about August 15 and January 15 (the timing is intended to correlate with the beginning of fall and spring academic periods).
- The Grant is intended to cover the cost of research, publication, conference travel, professional development, graduate student support, summer salary, and other expenses related to activities conducive to achieving tenure and promotion. Any tax ramifications from this Grant are the sole responsibility of the recipient and their employer. It is important to note that these funds are not intended to replace a start-up packet by any University for new faculty.
- For each recipient, the Grant will be limited to one-month of supplemental summer salary annually.
- In the event of insufficient funds, SME reserves the right to reduce or eliminate the financial allotment associated with each Career Grant.

#### Application Process

- Notice about the Grant will be distributed through *Mining Engineering* magazine, SME eNews, email correspondence, the SME website, and other appropriate social media.
- Interested candidates will submit a hard-copy application package through the mail, or a digital copy via email, that includes the following information:
  - General Application Form (below)
  - Curriculum Vitae
  - SME Career Development Grant Release Form (below)
  - Written confirmation that the institution approves of the candidate obligations and grant disbursement terms.
  - 3 Letters of Recommendation (including one from the candidate's Department Head). The recommendations will be submitted by your references directly to the selection committee using the forms provided below.
- The selection process is comprised of two fundamental stages; (1) committee review of applications submitted, and (2) formal interviews of the top candidates either in-person or by electronic means. Once the final candidates have been chosen, their names will be submitted for formal approval by the Boards of SME and the SME Foundation.
- Grant candidates will be evaluated and ranked by the same Committee responsible for oversight of the SME Ph.D. Fellowship.

- Within the Committee, candidate selection will be performed by a simple majority vote of all participating members. In the event of a tie vote, the SME Foundation President will serve as the tiebreaker. Committee members must disclose potential conflicts of interest associated with individual candidates to the Committee Chair prior to voting. If a conflict of interest is perceived to exist, that committee member must recuse themselves from voting on that specific candidate. The results of this voting process will be held in strictest confidence and will not be released outside of the Committee.
- The specific criteria used to evaluate the applicant pool and select the awardees are established by the Committee, the SME Board of Directors and the SME Foundation Board of Trustees. Among other things, this selection process will consider a candidate's professional and academic accomplishments, demonstrated teaching and research capabilities, career interests, and perceived aptitude in achieving future success as a tenured professor.
- In the event that the committee believes that the applicant pool does not possess one or more viable candidates, the Grant can be withheld in a given year.

#### Application Schedule

The application acceptance period will open December 15, 2024 and close January 31, 2025.

- Dec 15: Fellowship advertisement is released via the SME website, social media, electronic media, *Mining Engineering*, and email notifications to academic departments.
- March 3: SME Fellowship & Career Grant Selection Committee begins review of applications
- April/May: Interviews are conducted for top candidates
- June: Final approval from SME and SME Foundation Boards
- July 1: Career Development Grant awardees are announced
- August 15: First disbursement of Grant funds

#### Questions

All communications and/or questions regarding the SME Academic Career Development Grant may be directed via email to [AcademicGrants@smenet.org](mailto:AcademicGrants@smenet.org).

## SME Career Development Grant General Information Form

**Note: Completed form should be submitted as a PDF.**

**Responses to questions are restricted to the size of the field. Font size should not go below 11 points, and the number of pages submitted is limited to 12 pages; not including attachments.**

### Section I. General Information

#### Personal Information

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*Family/Last/Surname*
*First*
*Middle*

Gender:    Male         Female

U.S. Academic Institution of Employment: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head Name, Email and Phone: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

#### Contact Information

Cell phone: \_\_\_\_\_ Office phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Education

#	Degree:	Institution /University:	GPA	Date: (mm/yy)

Note - Add rows as needed

#### Professional/Academic Appointments

#	From (mm/yy)	To (mm/yy)	Company/Institution /University:	Title

#### Residency

U.S. Citizens – In which state do you currently hold legal residency status: \_\_\_\_\_

Do you hold dual citizenship in another country?    No     Yes     If yes, which one? \_\_\_\_\_

U.S. Permanent Residents – Country of Citizenship: \_\_\_\_\_

International Applicants – Country of Citizenship: \_\_\_\_\_

If you are not a US Citizen/Permanent Resident, what is your Visa Status?

### Academic Career and Standing

How long have you been in the current institution: \_\_\_\_\_

Academic standing (rank): \_\_\_\_\_

What is your status of progress towards tenure:

Just started

Completed first review, Outcomes:

Completed second review, Outcomes:

If you have been through the retention review, what are the areas that are identified for improvement?



**SME Career Development Grant Application Form**

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How long before you complete your tenure/promotion dossier: \_\_\_\_\_ Years \_\_\_\_\_ Months

Do you feel you have sufficient mentorship towards your tenure: Yes  No  Not sure

Is there sufficient institutional support for your success: Yes  No  Not sure

What are your most critical challenges?

What is your workload distribution (teaching, research, service)?

Teaching	Research	Service

What are your near- and long-term career objectives?



### Section III. Research:

**Areas of specialty or research interests:**


**Statement of research philosophy:**

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**Current and Completed Projects (in chronological order):**

<b>Title:</b>	<b>C / O<sup>1</sup></b>	<b>Sponsor:</b>	<b>Budget<sup>2</sup></b>	<b>Start Date</b>	<b>Duration</b>	<b>Role<sup>3</sup></b>	<b>% Resp<sup>4</sup></b>

Notes: 1. Completed or Ongoing; 2. Total funds by sponsor or matching by the university; 3. Principal Investigator (PI) or Co-Principal Investigator (CPI); 4. % responsibility.

**Graduate Student Supervision:**

Name:	G / C <sup>1</sup>	Thesis Topic:	Expected Graduation <sup>2</sup>

Notes: 1. Graduated or Currently working towards the degree; 2. Semester/ Year.

**Interactions and Support by Industry:**

**Section IV. Publications:**

Provide Totals and Include a Complete List in an Appendix.

Category:	Totals:
Published books or book chapters	
Published peer reviewed journal papers	
Published conference papers	
Invited presentations	
Other presentations	

Note: requirements include your role in the publication and the impact factor of the journal. Format e.g.; *Luttrell, G. H., Kiser, M., Yoon, R.-H., Noble, A., Rezaee, M., Bhagavatula, A. and Honaker, R.Q., 2019. A Field Survey of Rare Earth Element Concentrations in Process Streams Produced by Coal Preparation Plants in the Eastern United States. Journal of Mining, Metallurgy and Exploration 36(5), 889-902. Role: Provided funding and analytical support; 10% Responsibility. IF = ???.*

## Section V. Service Activities:

### Professional Society Memberships:

Name of the Organization	Service Period: <small>MM/YY To MM/YY</small>	Committees or Assignments

### University Committee Memberships:

Name of the Committee	Member Since:	Role or Assignments

### Organizing Committee of Conferences/Chairing Sessions:

Name of the Conference	Year / Location	Sessions / Role

### Outreach Activities:

Name of the Organization	Time / Duration:	Description of Activities

## Section VI. Experience in Mining and Mineral Industry:

### Professional History:

Name of Company	Service Period: <small>MM/YY To MM/YY</small>	F/P <sup>1</sup>	Responsibilities

Notes: 1. Full time or Part Time

### Identified issues in industry that you want to address in your research:

## Section VII. Planned Activities for the Grant:

What topic(s) you will be working on.

Which mining sector will benefit from this study/work (mark all that apply):

- Surface Mining     Underground Mining     Coal     Metal     Industrial Minerals  
 Mineral Processing     Health and Safety     Environmental  
 Other (Specify): \_\_\_\_\_

**Anticipated results or outcomes and benefits to mining industry:**

Do you anticipate supporting graduate students with the funds?  Yes  No If yes, how many: \_\_\_\_ PhD \_\_\_\_ MSc

Do you anticipate acquisition of new equipment for the dept.?  Yes  No

Do you anticipate any internal support or matching fund from the dept. or industry?  Yes  No

If yes, please specify: \_\_\_\_\_

**What is the overall anticipated use of the grant? (Common uses include Graduate students, summer salary, equipment, materials/supplies and professional travel):**

Item	Description	Cost/Budget

By submitting this application, you certify that the information provided is accurate. SME Academic Career Grants will be offered to tenure track faculty and will not be extended after receiving tenure. Renewal of the grant is on yearly basis and based on positive evaluation of the activities of the recipient. SME reserves the right to stop the grant due to budgetary issues or otherwise if it deems the performance of the recipient is unsatisfactory, at its sole discretion.

Please have the following items submitted directly to the selection committee via email to [AcademicGrants@smenet.org](mailto:AcademicGrants@smenet.org)

1. Three recommendations; one of which from your Department Head, using the attached forms.

## **SME Career Development Grant Application Release Form**

In exchange for the consideration of this Application by the SME Education Sustainability Committee, I, \_\_\_\_\_, the Applicant described above, hereby represent and warrant the accuracy of the information provided in this Application. In support of that representation and warranty, I hereby authorize SME, the SME Foundation, the SME Education Sustainability Committee and their respective officers, directors, employees and agents (hereinafter collectively referred to as “the SME Group”), to take such reasonable steps as they deem necessary and appropriate, in their discretion, to confirm the accuracy of such information and otherwise to obtain such additional information that they believe to be relevant to this Application, including my eligibility and qualifications for the Grant (“Confirmations”). Actions taken to obtain Confirmations may include, but are not limited to, making inquiries to any academic institutions that I attend or have attended that are named in the application, including professors, instructors or teachers at such institutions, for additional input.

I acknowledge that I am waiving various rights to privacy that I may otherwise have under various laws and the rules and regulations of such academic institutions, and I hereby authorize the SME Group to inform any persons or entities from which Confirmations are sought of my consent to the Confirmations and my waiver of those privacy protections.

I also release any and all claims I may have now or in the future against the SME Group or any one of them for any injuries, losses or liabilities that I may suffer on account of or related to the Confirmations.

Finally, I indemnify and hold harmless the SME Group against any third party claims ever brought against any one of them related to or arising from the Confirmations.

\_\_\_\_\_  
Signature of Applicant (written or electronic)

\_\_\_\_\_  
Date



**To be completed by your Department Head**

**APPLICANT: Please email this form and a copy of your completed application to your Department Head.**

Dear Department Head,

Your faculty member is applying for the SME Academic Career Development Grant. As part of the application process, we are asking you to fill out the following questionnaire and **submit it directly to the selection committee via email by January 31, 2025** at [academicgrants@smenet.org](mailto:academicgrants@smenet.org). The information you share on this document will remain confidential and will not be shared outside of the selection committee.

If you have any questions, please contact the SME Education Sustainability Committee at the email address above.

Thank you for your input.

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Name of Applicant: \_\_\_\_\_

School: \_\_\_\_\_

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please confirm that you have reviewed the applicant's application and can confirm its accuracy.**

Yes, I have reviewed the application and confirmed its accuracy. \_\_\_\_\_ Initials

What are the top strengths that you would identify with the candidate?

Where is this applicant's potential for improvement?

**SME Academic Career Development Letter of Recommendation--- Department Head; page 2**

Overall, what is the potential for this applicant to contribute to your department: teaching, research, leadership, service, recruitment?

How do they interact with the rest of your department? Please give us an example of them being a team player.

When is the candidate going to go up for Tenure review? In your opinion, are they meeting and/or exceeding their expectations towards tenure?

Is there anything you would like the committee to know about the applicant and/or their application?

**SME Academic Career Development Letter of Recommendation---**  
**To be completed by your two other references**

**APPLICANT: Please email this form to your other two references**

Dear Reference,

This faculty member is applying for the SME Academic Career Development Grant. As part of the application process, we are asking you to fill out the following questionnaire and **submit it directly to the selection committee via email by January 31, 2025** at [academicgrants@smenet.org](mailto:academicgrants@smenet.org). The information you share on this document will remain confidential and will not be shared outside of the selection committee.

If you have any questions, please contact the SME Education Sustainability Committee at the email address above.

Thank you for your input.

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Name of Applicant: \_\_\_\_\_

School: \_\_\_\_\_

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How long and in what capacity have you known the applicant?

What are the applicant's biggest strengths?

What are the applicant's potential areas for improvement?

**SME Academic Career Grant Letter of Recommendation--- Other Reference; page 2**

In your observation, how well does the applicant interact with others?

Please describe a time where you personally observed the candidate's commitment to growth.

The objective of the Academic Career Development Grant Program is to provide newly employed, non-tenured Assistant or Associate Professors with the financial support needed to better participate in activities, such as research, publication, and professional service which are necessary to achieve tenure and promotion. With preference given to faculty in their first few years of teaching.

In your opinion, why is the applicant deserving of the SME Academic Career Grant? Please align your comments to the stated objectives of the program.

Is there anything you would like the committee to know about the applicant and/or their application?