

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. 1, 2019-Jan. 31, 2020	Applications accepted
February 1	Selection Committee begins review of applications
March/April 15	Interviews are conducted for top candidates
May 15	Final approval from SME & SMEF Boards
June 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 (EM/MP). 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.
 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	<p>Interested candidates will submit the following information:</p> <ul style="list-style-type: none">○ General information form (last part of this document)○ Curriculum vitae○ Three letters of recommendation (including an endorsement from the candidate's department head)○ Written confirmation that the institution approves of the candidate obligations and grant disbursement terms <p>Candidate's packet of information may be submitted to: SME Academic Grant Program 12999 E. Adam Aircraft Circle Englewood, CO 80112-4167</p> <p>-or-</p> <p>scan all documents (8.5 x 11) and email to: AcademicGrants@smenet.org</p>
Recipient Selection	<p>The Grant Selection 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.</p>
	<p>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. 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 annual report by June 1. The annual report and statement of intent will be reviewed by the Committee; the recipient's eligibility to continue will be verified 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.</p>
Recipient Obligations	<p>At the conclusion of each academic year and prior to June 1, each Grant recipient will submit an annual report that summarizes the following activities from the preceding year:</p> <ul style="list-style-type: none">○ 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○ Major accomplishments, awards and milestones○ Goals and objectives for the coming year○ Letter of support from Department Head or Dean○ Letter of intent to continue with the next year of the program
Questions	<p>Questions regarding the SME Academic Career Development Grant may be directed via email to AcademicGrants@smenet.org.</p>

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, 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 (EM/MP). 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.
- 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.
- Women and under-represented minorities are strongly encouraged to apply.

Recipient Obligations

- Grant recipients must be in good standing as a member of SME.
- At the conclusion of each academic year, each Grant recipient will submit an annual report by June 1st that summarizes the following activities from the preceding year:
 - 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 year 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 1. 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.
- 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 annual report by June 1 (see above). The annual report and statement of intent will be reviewed by the Committee; the recipient's eligibility to continue will be verified 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.
- 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 interest of SME and the faculty member. It is emphasized that the Career Development Grant is not extendable beyond the date the recipient achieves tenure.
- In the event a Grant recipient withdraws from the program for whatever reason, the Grant will be filled during the next funding cycle by a qualified candidate through the established selection process.
- 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 hoped 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
 - Curriculum Vitae
 - 3 Letters of Recommendation (including an endorsement from the candidate's Department Head and/or immediate supervisor)
 - Written confirmation that the institution approves of the candidate obligations and grant disbursement terms .

- The selection process is comprised of two fundamental stages; (1) committee review of applications submitted, and (2) a formal interviews of the top candidates either in-person or by electronic means. Once the final two 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 Selection 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 tie-breaker. 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 top candidates will be established by the Committee, in consultation with the ESC and the SME Foundation leadership. 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, either one or both of the Grants can be withheld in a given year.

Application Schedule

The application acceptance period will open December 1, 2018 and close January 31, 2019.

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

Passport Number: _____ Date of Issue: _____

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?

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 II. Teaching:
Courses Taught:

Course #	Title:	G / U ¹	University/Dept:	# of times ²	New Title ³	SRTE ⁴

Notes: 1. Grad or Undergraduate course; 2. How many times you have offered the course; 3. Was this a new course in the catalogue;
4. Average Student Rating of Teacher Effectiveness (# out of #).

Teaching Philosophy Objectives:

Courses Planned for Future Courses:

Section III. Research:

Areas of specialty or research interests:

Statement of research philosophy:

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Current and Completed Projects (in chronological order):

Title:	C / O ¹	Sponsor:	Budget ²	Start Date	Duration
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Notes: — 1. Completed or Ongoing; 2. Total funds by sponsor or matching by the university.

Graduate Student Supervision:

Name:	G / C ¹	Thesis Topic:	Expected Graduation ²
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Notes: — 1. Graduated or Currently working towards the degree; 2. Semester/ Year.

Interactions and Support by Industry:

Section IV. Publications:

Published Books or Book Chapters:

Published Peer Reviewed Journal Papers:

Published Conference Papers:

Invited Presentations:

Other Publications (specify the details):

NOTE: If additional space is needed, please mark this box and add the list to an appendix. ☐ ADDITIONAL LIST ATTACHED

Section V. Service Activities:

Professional Society Memberships:

Name of the Organization	Service Period: MM/YY To MM/YY	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 ¹	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 to support 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

If yes, please list the items and expected costs:

Name	Description, Use	Cost/Budget

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:

Item	Description	Cost/Budget

By submitting this application, you certify that the information provided is accurate. SME Faculty 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 add the following to your application form:

1. Letter of support from dept. college, or university, as it may apply.
2. Three letters of support or recommendation.
3. List of additional papers that were not listed in Section IV Publications, above.