

CHAPTER 17

MINORITY ACADEMIC CAREER PROGRAM

Authority

N.J.S.A. 18A:72F-11 and 18A:72M-6.

Source and Effective Date

R.2000 d.162, effective April 17, 2000.
See: 32 N.J.R. 429(a), 32 N.J.R. 1418(b).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 17, Minority Academic Career Program, expires on October 14, 2005. See: 37 N.J.R. 718(a).

Chapter Historical Note

Chapter 17, Minority Academic Career Program, was adopted as R.2000 d.162, effective April 17, 2000. See: Source and Effective Date.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. INTRODUCTION

- 9A:17-1.1 Authority and purpose
- 9A:17-1.2 Definitions
- 9A:17-1.3 Program advisory committee
- 9A:17-1.4 Administration of prior MAC program

SUBCHAPTER 2. CAMPUS ASSISTANCE GRANTS

- 9A:17-2.1 Establishment of doctoral fellowship program
- 9A:17-2.2 Student eligibility for doctoral fellowships
- 9A:17-2.3 Selection of doctoral fellows
- 9A:17-2.4 Institutional responsibilities
- 9A:17-2.5 Student responsibilities
- 9A:17-2.6 Commission responsibilities
- 9A:17-2.7 Services to prior program participants

SUBCHAPTER 3. INCENTIVE HIRING GRANTS

- 9A:17-3.1 Institutional participation
- 9A:17-3.2 Beneficiary responsibilities
- 9A:17-3.3 Institutional application process
- 9A:17-3.4 Institutional payment process
- 9A:17-3.5 Annual notification

SUBCHAPTER 4. UNDERGRADUATE FELLOWSHIPS

- 9A:17-4.1 Student eligibility
- 9A:17-4.2 Selection of undergraduate fellows
- 9A:17-4.3 Institutional responsibilities
- 9A:17-4.4 Student responsibilities
- 9A:17-4.5 Undergraduate fellowship award
- 9A:17-4.6 Annual notification

SUBCHAPTER 1. INTRODUCTION

9A:17-1.1 Authority and purpose

(a) N.J.S.A. 18A:72F-1 et seq. establishes the Minority Faculty Advancement Program to increase the number of minority faculty and administrators with doctorates in certain academic disciplines and to increase the representation

of minority faculty and administrators with doctorates at New Jersey colleges and universities.

1. N.J.S.A. 18A:72F-4 phases out the Minority Faculty Advancement Loan and Loan Redemption Program and provides for its administration until program participants exhaust their eligibility.

2. N.J.S.A. 18A:72F-11 assigns to the Commission on Higher Education responsibility for rulemaking to implement N.J.S.A. 18A:72F-1 et seq. except for the loan and loan redemption provisions that are being phased out.

(b) N.J.S.A. 18A:72M-1 et seq. establishes the Minority Undergraduate Fellowship Program to identify and assist academically talented minority undergraduates at New Jersey colleges and universities who are interested in pursuing academic careers in certain disciplines at New Jersey colleges and universities.

9A:17-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

“Beneficiary” means an individual hired by an eligible institution pursuant to the incentive hiring grant provisions of the Minority Faculty Advancement Program Act (N.J.S.A. 18A:72F-4).

“Campus assistance grant” means State funding to a host institution to provide assistance for doctoral fellows and to participants in the prior MAC program under the Minority Faculty Advancement Program (N.J.S.A. 18A:72F-1 et seq.).

“Commission” means the New Jersey Commission on Higher Education, created pursuant to chapter 3B of Title 18A of the New Jersey Statutes.

“Doctoral fellow” means an individual who has been accepted by the Executive Director after July 1, 1999 to receive a doctoral study fellowship and related support services pursuant to the campus assistance grant provisions of the Minority Faculty Advancement Program Act.

“Eligible discipline” means an academic field where minority faculty with doctorates are underrepresented in comparison with nonminority doctoral faculty, including, but not limited to, the physical and life sciences, engineering, mathematics, management, computer sciences, environmental science, and statistics. “Eligible discipline” shall not, however, include the discipline of law, medicine, or dentistry except under the incentive hiring component of MAC (N.J.A.C. 9A:17-3).

“Eligible institution” means a public institution of higher education or a private institution with a public purpose as defined in the Independent College and University Assistance Act (N.J.S.A. 18A:72B-15 et al.) that elects to partici-

pate in the incentive hiring grant component of the Minority Faculty Advancement Program.

“Eligible student loan” means any loan received by a beneficiary for purposes of pursuing collegiate study at the undergraduate or graduate level.

“Executive Director” means the Executive Director of the New Jersey Commission on Higher Education.

“Faculty member” means any person employed full time by a New Jersey institution of higher education to perform primarily teaching, research, or administrative duties.

“Faculty mentor” means any person employed full time by a New Jersey institution of higher education to perform primarily teaching or research duties who agrees to participate in the Minority Faculty Advancement Program or the Minority Undergraduate Fellowship Program and abide by all terms and conditions of such participation as set forth in this chapter.

“Full-time student” means one who, in a semester, quarter, or the equivalent thereof, is engaged in coursework or research necessary to constitute full-time status as defined by the host institution, in the case of MAC doctoral fellows and prior MAC program participants, or the sponsoring institution, in the case of MAC undergraduate fellows.

“Higher Education Student Assistance Authority” means that entity created pursuant to Subtitle 12A of Title 18A of the New Jersey Statutes and responsible for continuing to administer the loan and loan redemption components of the phased-out Minority Faculty Advancement Loan and Loan Redemption program.

“Host institution” means a public institution of higher education or a private institution with a public purpose as defined in the Independent College and University Assistance Act (N.J.S.A. 18A:72B-15 et al.) which has authority under the laws of New Jersey to award doctoral degrees and which enters into an agreement with the Commission, under the Minority Faculty Advancement Program, to provide institutional support for graduate MAC fellows pursuing doctorates in eligible disciplines and to disburse State campus assistance grants as set forth in this chapter.

“Incentive hiring grant” means State funding to reimburse a participating institution for moneys the institution expended to redeem student loans for employees hired pursuant to the incentive hiring grant provisions of the Minority Faculty Advancement Program Act (N.J.S.A. 18A:72F-4).

“MAC Program Advisory Committee” means a committee appointed by the Executive Director of the Commission, in consultation with the Executive Director of the Educational Opportunity Fund, to recommend undergraduate and doctoral fellows for the MAC program.

“Minority” means any U.S. citizen or permanent resident who is a member of a racial/ethnic group that has been historically disadvantaged in obtaining access to equal educational opportunities as designated by the U.S. Department of Education, Office of Civil Rights, namely, African Americans, Hispanics, native Americans, Asians, and Pacific Islanders.

“Minority Academic Career (MAC) Program” encompasses the Minority Faculty Advancement Program (N.J.S.A. 18A:72F-1 through 4 and 18A:72F-10 through 13) and the Minority Undergraduate Fellowship Program (N.J.S.A. 18A:72M-1 et seq.).

“Prior MAC program” means the Minority Faculty Advancement Loan and Loan Redemption Program, which is phased out under N.J.S.A. 18A:72F-1 et seq.

“Prior (MAC) program participant” means an individual who was actively participating in the prior MAC program before July 1, 1999 by virtue of having received under that program during the 1998-99 academic year either support to attend professional meetings in his or her field or a minority faculty advancement loan.

“Sponsoring institution” means a public institution of higher education or a private institution with a public purpose as defined in the Independent College and University Assistance Act (N.J.S.A. 18A:72B-15 et al.) which has authority under the laws of New Jersey to award baccalaureate degrees and which provides institutional support for undergraduate MAC fellows as set forth in this chapter.

“Undergraduate fellow” means an individual who has been accepted by the Executive Director to participate in the Minority Undergraduate Fellowship Program.

9A:17-1.3 Program advisory committee

(a) The Executive Director in consultation with the Executive Director of the Educational Opportunity Fund shall appoint a Minority Academic Career (MAC) Program Advisory Committee.

(b) The Committee shall meet at least annually, and more frequently, as necessary.

(c) The Committee shall:

1. Recommend to the Executive Director individuals from among candidates nominated by host institutions to participate in the doctoral study fellowship component and by sponsoring institutions to participate in the undergraduate fellowship component of the MAC program;
2. Make recommendations to the Executive Director regarding appropriate eligible disciplines;
3. Recommend to the Executive Director appropriate policies governing the program; and

4. Engage in such other activities as designated by the Executive Director that will further the quality of the program.

9A:17-1.4 Administration of prior MAC program

(a) As stipulated in N.J.S.A. 18A:72F-4, the Higher Education Student Assistance Authority shall administer the loan and loan redemption components of the prior MAC program; the Authority's rules in this regard are at N.J.A.C. 9A:8-3.

(b) The Commission shall provide support other than loans, as indicated in N.J.S.A. 18A:72F-4, for prior MAC program participants, as specified in N.J.A.C. 9A:17-2.

SUBCHAPTER 2. CAMPUS ASSISTANCE GRANTS

9A:17-2.1 Establishment of doctoral fellowship program

(a) Except as provided for in (d) below and in N.J.A.C. 9A:17-2.7, campus assistance grants shall support MAC doctoral fellowships, of which there are two types, study fellowships and dissertation fellowships.

(b) The MAC doctoral study fellowship shall total up to \$20,000 per year for up to three consecutive years, as follows:

1. Up to \$17,000 for a stipend, the total amount of which when combined with the institutional contribution specified at N.J.A.C. 9A:17-2.4(a)3 shall not exceed the cost of attendance as determined by the host institution;
2. \$1,000 for mentoring services for each fellow; and
3. Up to \$2,000 for a MAC doctoral study fellow and his or her mentor to attend a national conference or to pursue other appropriate professional development activities, as specified in the agreement between the Commission and the host institution.

(c) Renewal of a doctoral study fellowship shall be contingent upon the fellow's compliance with the requirements set forth at N.J.A.C. 9A:17-2.5.

(d) A MAC doctoral dissertation fellowship of up to \$20,000, as specified in (a) above, may be awarded for one additional year; only MAC doctoral study fellows who have successfully defended their dissertation proposals and received permission from their dissertation committees to proceed are eligible to be nominated for this award.

(e) Except as specified otherwise in this subchapter, the rules in this subchapter apply only to MAC doctoral fellows.

9A:17-2.2 Student eligibility for doctoral fellowships

(a) A MAC doctoral fellow must be nominated by a host institution.

(b) To qualify as a nominee for a MAC doctoral fellowship, an individual shall:

1. Be a member of a minority group;
2. Be admitted or enrolled as a full-time graduate student pursuing a doctorate in an eligible discipline at a host institution;
3. Demonstrate superior performance in previous academic work and graduate admissions testing; and
4. Show high interest and potential for success in college teaching and academic research or administration.

(c) To qualify as a nominee for a MAC dissertation fellowship, an individual shall:

1. Have been the recipient of a MAC doctoral study fellowship or, as further specified at N.J.A.C. 9A:17-2.7(c), have been a prior MAC program participant;
2. Have successfully defended the dissertation proposal; and
3. Have received permission from the dissertation committee to proceed with the dissertation.

9A:17-2.3 Selection of doctoral fellows

(a) Host institutions shall nominate individuals for MAC doctoral study and dissertation fellowships in accordance with criteria stipulated in N.J.A.C. 9A:17-2.2(b) and (c), respectively.

(b) The MAC Program Advisory Committee shall review nominations for MAC doctoral study fellowships and recommend candidates to the Executive Director.

(c) The Executive Director, in consultation with the Executive Director of the Educational Opportunity Fund, shall consider the recommendations of the MAC Advisory Committee and grant final approval to candidates for doctoral study fellowships.

(d) The Executive Director, in consultation with the Executive Director of the Educational Opportunity Fund, shall grant final approval for dissertation fellowships.

9A:17-2.4 Institutional responsibilities

(a) A host institution shall:

1. Offer a doctoral degree in at least one of the eligible disciplines designated for the MAC program;
2. Nominate candidates for MAC doctoral fellowships;

3. Provide to each doctoral fellow each year for up to four years an annual grant of at least \$5,000 or 50 percent of total full-time tuition and fees, whichever is greater and which may include tuition remission;

4. Make available to doctoral fellows appropriate support services, including, but not limited to, advisement, mentoring, workshops, and colloquia; and

5. Identify for each MAC doctoral fellow a faculty mentor; in the dissertation fellowship year, the chair of the fellow's dissertation committee or the chair's designee shall serve as the fellow's mentor.

(b) A host institution shall disburse a MAC campus assistance grant for each MAC doctoral fellow as detailed in N.J.A.C. 9A:17-2.1.

(c) Focusing on New Jersey colleges and universities, a host institution shall assist MAC doctoral fellows in securing suitable faculty or administrative appointments.

(d) Regarding prior MAC program participants, a host institution shall:

1. Nominate candidates who are eligible for the MAC dissertation fellowship;

2. Provide to those who have not already received such aid for four years an annual grant of at least \$5,000 or 50 percent of total full-time tuition and fees, whichever is greater and which may include tuition remission;

3. Make available services as specified at N.J.A.C. 9A:17-2.7; and

4. Focusing on New Jersey colleges and universities, assist prior program participants in securing suitable faculty or administrative appointments.

9A:17-2.5 Student responsibilities

(a) Each doctoral fellow and prior MAC program participant shall:

1. Abide by all rules and regulations of the host institution applicable to full-time graduate students;

2. Pay all tuition, fees, and other educational expenses, except for any charges or costs waived by the host institution pursuant to the provisions of N.J.A.C. 9A:17-2.4(a)3 or any other financial aid provided by the institution;

3. Maintain satisfactory academic progress toward completion of a doctorate, as defined by the host institution; and

4. Pursue appropriate professional development activities.

(b) In seeking a faculty or administrative appointment, a MAC doctoral fellow shall give due consideration to career opportunities at New Jersey colleges and universities.

9A:17-2.6 Commission responsibilities

(a) The Executive Director shall notify annually all New Jersey doctoral colleges and universities regarding the availability of campus assistance grants and regarding the process and deadlines for submitting nominations and awarding graduate fellowships.

(b) To help enlarge the pool of potential candidates for MAC doctoral fellowships, the Executive Director shall disseminate information regionally and nationally regarding the MAC program and the availability of the fellowships.

(c) The Executive Director shall disseminate annually to presidents and other appropriate officers at New Jersey colleges and universities information about all MAC doctoral fellows and prior MAC program participants, including their areas of specialization and their current and future availability for faculty and administrative positions.

9A:17-2.7 Services to prior program participants

(a) Prior MAC program participants shall continue to receive support services for no more than one year after passing their comprehensive examinations.

(b) Campus assistance grants to host institutions shall include funding to provide these individuals with appropriate campus activities, such as advisement, mentoring, workshops, and colloquia, as well as to support their attendance at professional meetings in their fields.

(c) Individuals admitted to the prior MAC program shall be eligible to be nominated for a MAC dissertation fellowship in accordance with N.J.A.C. 9A:17-2.2(c).

SUBCHAPTER 3. INCENTIVE HIRING GRANTS

9A:17-3.1 Institutional participation

(a) Incentive hiring grants shall be awarded to reimburse eligible institutions for student loan redemption benefits provided by the institution to minority faculty members or administrators with doctoral degrees who are newly hired for full-time employment.

(b) Only existing unpaid loan balances on eligible student loans at the time a new minority faculty member or administrator is hired are eligible for redemption through this program.

(c) Incentive hiring grants shall be awarded to eligible institutions on a first-come, first-served basis.

(d) Institutions that receive incentive hiring grants shall enter into an agreement with the Commission to provide loan redemption up to \$40,000 over four years, as follows:

1. If the total amount of eligible loans equals or exceeds \$40,000, the institution may redeem up to \$10,000 per year to a maximum of \$40,000.

2. If the total amount of eligible loans is less than \$40,000, no more than 25 percent of the total may be redeemed in any one fiscal or academic year.

3. Each institution shall determine the method and timing of distribution of loan redemption benefits to beneficiaries, which may include direct loan redemption payment(s) by the host institution to the lender.

4. If either party terminates a beneficiary's employment before the end of four years, the remaining balance in the incentive grant shall be canceled, but previously disbursed funds shall not need to be repaid.

9A:17-3.2 Beneficiary responsibilities

(a) The beneficiary shall provide such evidence as the host institution or the Commission may require of payments on eligible student loan(s) in accordance with the terms of the loan agreement(s) or promissory note(s).

(b) The beneficiary shall provide such evidence as the host institution may require that he or she has redeemed some portion of the eligible student loan(s) during the academic year, unless the institution or the Commission makes the loan redemption payment(s) directly to the lender, as indicated in N.J.A.C. 9A:17-3.1(d)3 and 3.4(c), respectively.

(c) The beneficiary shall comply with all Federal and State tax laws and regulations regarding the additional compensation received from the host institution or the payment(s) to the lender(s) made by the host institution or the Commission, if applicable, for the purposes of redeeming eligible student loans under this program.

9A:17-3.3 Institutional application process

(a) An institution seeking an incentive hiring grant shall contact the Commission to determine if there are sufficient funds available to provide student loan redemption benefits for an eligible candidate for employment.

(b) If funds are available, the Commission shall reserve sufficient funds for the potential new hire for up to two weeks, during which time the institution shall provide the following:

1. A copy of the offer of employment and proposed contract stating clearly the additional amount the institution shall pay the beneficiary for four years for the purpose of redeeming student loans, subject to the limitations set forth at N.J.A.C. 9A:17-3.1(c);

2. Documentation that the individual has eligible loans and the balance(s) of those loans; and

3. A statement that the institution shall comply with all Federal and State tax laws and regulations regarding the additional compensation.

(c) Upon receipt of the information set forth in N.J.A.C. 9A:17-3.3(b), the Commission shall extend the reservation on the funds for the institution for up to 60 days.

1. If a contract with the eligible candidate is not executed by the 61st day, the reservation on the funds shall be removed.

2. If a contract with the eligible candidate is executed within 60 days, the institution shall be awarded an incentive hiring grant sufficient to reimburse the institution for loan redemption benefits it will provide to the beneficiary, as set forth in N.J.A.C. 9A:17-3.1(c). The grant shall be payable to the institution in equal installments over a period of four years.

9A:17-3.4 Institutional payment process

(a) The Commission must receive applications from institutions for reimbursement no later than June 30 of the academic year during which the institution or the beneficiary redeemed all or a portion of eligible student loan(s), in accordance with N.J.A.C. 9A:17-3.1(d).

(b) If the beneficiary makes the loan redemption payment(s) to the lender, applications for reimbursement shall include evidence of the following:

1. Regular payment(s) on eligible student loans, in accordance with N.J.A.C. 9A:17-3.2(a);

2. The amount of the loan redemption payment(s), in accordance with N.J.A.C. 9A:17-3.2(b); and

3. The institution's compensation to the beneficiary for the loan redemption payment(s).

(c) If the institution makes the loan redemption payment(s) to the lender, applications for reimbursement shall include evidence of the following:

1. Regular payment(s) by or on behalf of the beneficiary on eligible student loans, in accordance with N.J.A.C. 9A:17-3.2(a) and

2. The amount of the loan redemption payment(s), in accordance with N.J.A.C. 9A:17-3.2(b).

(d) If the beneficiary is a former student at the host institution and has eligible student loans obtained while enrolled there, the institution may request that the Commission make the loan redemption payment(s) directly to the lender. Any such request shall include certification of the amount(s) of the payment(s) to be made and of the beneficiary's compliance with all other requirements of the program.

9A:17-3.5 Annual notification

The Executive Director shall notify annually all New Jersey colleges and universities regarding the availability of incentive hiring grants and regarding the processes and deadlines for obtaining the grants.

SUBCHAPTER 4. UNDERGRADUATE FELLOWSHIPS
9A:17-4.1 Student eligibility

(a) A MAC undergraduate fellow must be nominated by a sponsoring institution.

(b) To qualify as a nominee for a MAC undergraduate fellowship, an individual shall:

1. Be a member of a minority group;
2. Be enrolled as a full-time undergraduate pursuing a bachelor's degree in an eligible discipline at a sponsoring institution;
3. Be in the junior year and in good academic standing;
4. Demonstrate a potential for academic excellence based on performance in previous academic work and related activities, including a cumulative grade point average of at least 3.0 based on a 4.0 scale; and
5. Show interest in pursuing graduate education and a career as a collegiate faculty member.

9A:17-4.2 Selection of undergraduate fellows

(a) Sponsoring institutions shall nominate individuals for MAC undergraduate fellowships in accordance with criteria stipulated in N.J.A.C. 9A:17-4.1(b).

(b) The MAC Program Advisory Committee shall review nominations for MAC undergraduate fellowships and recommend candidates to the Executive Director.

(c) The Executive Director, in consultation with the Executive Director of the Educational Opportunity Fund, shall consider the recommendations of the MAC Advisory Committee and grant final approval to candidates for undergraduate fellowships.

9A:17-4.3 Institutional responsibilities

(a) Institutions of higher education may nominate students for MAC undergraduate fellowships by notifying the Commission annually of their candidates no later than the last business day in September.

(b) A sponsoring institution shall nominate undergraduate fellows based on a determination of potential for success in college teaching and academic research, consistent with the student's performance in previous academic work, at that and other regionally accredited colleges and universities, and in related activities, and his or her level of motivation. An institution may nominate multiple students for the program.

(c) A sponsoring institution shall ensure the selection of an appropriate faculty member from an undergraduate fellow's major field to serve as a mentor for the undergraduate fellow.

(d) A sponsoring institution shall ensure that a designated faculty mentor fulfills the following responsibilities:

1. Supervise and support a research project by the undergraduate fellow in the spring semester of the junior year or actively involve the student in a project that the advisor is conducting;
2. Accompany the undergraduate fellow to the annual meeting of a professional association in the fellow's academic discipline;
3. Supervise the fellow during the senior year as an undergraduate teaching assistant, whose duties may include helping the mentor prepare a class, tutoring students, leading group discussions, and providing laboratory demonstrations; and
4. Assist the fellow in the selection of and application to a graduate school.

(e) A sponsoring institution shall provide training to prepare the fellow for service as a teaching assistant.

(f) The sponsoring institution shall report to the Executive Director on the progress of the undergraduate fellow if so requested.

(g) The sponsoring institution shall be responsible for the associated travel and registration costs for the faculty mentor to attend the annual meeting of the professional association in the fellow's academic discipline.

9A:17-4.4 Student responsibilities

(a) Each undergraduate fellow shall:

1. Maintain full-time enrollment status at the sponsoring institution for the duration of the fellowship;
2. Maintain satisfactory academic progress as defined by the sponsoring institution where enrolled;
3. Engage in a research project under the faculty mentor's guidance and expertise during the spring semester of the junior year;

4. Attend the annual meeting of a professional association in his or her academic discipline accompanied by the faculty mentor;
5. Participate in training in preparation for service as an undergraduate teaching assistant;
6. Serve as an undergraduate teaching assistant with the faculty mentor during the senior year; and
7. With the assistance of the faculty mentor, complete applications to graduate schools in fall of the senior year.

9A:17-4.5 Undergraduate fellowship award

(a) The Minority Undergraduate Fellowship Program provides a stipend of \$1,000 per semester to each undergraduate fellow during the senior year of participation for

service as a teaching assistant. In addition, the program provides up to \$500.00 for travel and related expenses to attend an annual meeting in the undergraduate fellow's academic discipline.

(b) The Minority Undergraduate Fellowship Program provides a stipend of \$500.00 per semester to each faculty mentor during the undergraduate fellow's senior year.

9A:17-4.6 Annual notification

The Executive Director shall notify annually all New Jersey colleges and universities regarding the availability of undergraduate fellowships and regarding the process and deadlines for submitting nominations and for the awarding of fellowships.