

Faculty Research, Scholarship, and Creative Activity (RSCA) Assigned Time Program Implementation Details – updated 1/17/19

Introduction

We are dedicated to expanding and enhancing research, scholarship, and creative activity (RSCA) at San José State University. To achieve this goal, an essential component is to afford faculty the time needed to engage in their creative work. The Faculty RSCA Assigned Time program, when fully implemented, is intended to assure that the maximum teaching load of a demonstrably RSCA productive tenured or tenure-track faculty member is 18 weighted teaching units (WTU) per year. To attain this reduced level of teaching, the program will provide up to six WTU per year in assigned time for eligible tenured or tenure-track faculty. Note that this program complements, but does not supplant, existing RSCA release time programs. For example, probationary faculty in their first two years receiving contractually obligated RSCA assigned time will *not* receive additional assigned time via this program. Rather, this program will provide assigned time for probationary faculty in years 3-6 of their probationary period.

University Expectations and Standards

This program is intended to support faculty who are (or will become) RSCA productive. While each college will determine field-appropriate RSCA metrics and each Dean will determine the methodology for selecting recipients and conducting reviews, the university will maintain an overall standard for RSCA productivity. **It is expected that any faculty member receiving a Faculty RSCA Assigned Time award will be engaged in serious scholarly activity and that such activity will be demonstrable through extramural review or validation.** The mechanisms for this extramural review will vary, but should include an element of field-appropriate extramural validation of the quality of the RSCA products, such as might be inferred from success with peer reviewed publications or grant proposals, juried exhibitions, and quality academic book publishers, to list just a few examples.

Time Line and 4-Year Phase-In Plan

In order to reduce the impact of releasing a large number of tenured and tenure-track faculty from a portion of their teaching responsibilities, the program will be phased in over four academic years. The program began in spring 2019 with all eligible probationary faculty and 15% of tenured faculty achieving a maximum teaching load of 9 WTU in that semester. In subsequent years, all probationary faculty will continue to have a maximum teaching load of 18 WTU per year, and an increasing fraction of tenured faculty will be guaranteed a maximum 21 WTU or 18 WTU per year teaching load until, after the phase-in, all RSCA productive faculty are at a maximum teaching load of 18 WTU per year.

Faculty Eligibility

All tenured and tenure-track faculty from all SJSU colleges and the University Library who will not be receiving RSCA release as stipulated in their appointment letter (typically for the first two years) at the time of this award, and are not in the Faculty Early Retirement Program (FERP), are eligible for this program.

While in cycle 1 of this program faculty administrators (i.e. department chairs, program directors, and associate deans) were not eligible, these faculty *are* eligible in the current and future cycles. However, not all faculty administrators have the ability to accept assigned time. If a faculty administrator does

receive this RSCA award, it may be configured in a variety of ways that could include the following: a) A faculty administrator who is teaching, could accept the award as assigned time in place of some or all of the teaching up to the awarded amount; b) A faculty administrator could delegate a portion of his/her administrative duties to another faculty member who would receive the assigned time equivalent to the faculty administrator's university RSCA program award to carry out these administrative duties; c) A faculty administrator could accept the university RSCA award as a grant equivalent to the cost of the assigned time. The funds for this grant would be held in an account to be used at the faculty administrator's discretion, provided that it is in direct support of his/her RSCA activities (operating expenses, student assistants, travel, instrumentation, etc.). Any financial award through this program may *not* be taken as salary by the faculty administrator.

A faculty administrator wishing to apply to this program should discuss the proposal for how the award would be configured, if awarded, with the Dean prior to submission of the application. The Dean has the responsibility for approving any such proposal and the written approval should be submitted with the application.

Overload

No overload for academic year teaching is permitted while accepting assigned time through this program. However, in certain circumstances, overload funded by an extramural agency for certain sponsored activities may be allowable. Such overload must conform with all SJSU, CSU, and sponsor regulations and must be approved by the college Dean.

Academic Year Accounting

To maximize flexibility, departments may allow faculty to take different amounts of assigned time awarded via this program in the two semesters of the academic year as long as the total assigned time equals the awarded amount. For example, a faculty member whose maximum teaching load is 18 WTU for the year because of this award (i.e. is receiving 6 WTU of RSCA assigned time for the year via this program), may be assigned a fall workload consisting of 4 WTU of awarded RSCA assigned time, 3 WTU of service, and 8 WTU of other work (total 15 WTU) and a spring workload of 2 WTU of RSCA assigned time, 3 WTU of service, and 10 WTU of other work (total 15 WTU).

Note also that a faculty member awarded Faculty RSCA Assigned Time in an academic year in which they are on leave for one semester will receive a maximum of 3 WTU of assigned time in that academic year. No assigned time is awarded in a semester in which a faculty member is on leave.

Roll over of the assigned time awarded to a college to another academic year is not permitted.

Faculty Application Process

For consideration for the Faculty RSCA Assigned Time program an eligible faculty member (including probationary faculty) must submit an application packet to his/her Dean's office by the deadline, consisting of the following components:

- 1) Cover Sheet – including name, rank, department, college, and date of appointment to the University

- 2) Current *Curriculum Vitae* (CV)
- 3) Scholarly Agenda – describing the RSCA goals, activities, and expected outcomes/products for the coming 5-year period
- 4) Faculty member’s RSCA Metric Data – in college-specific format

The expectation is that an award of assigned time via the Faculty RSCA Assigned Time program will be made for a five-year period, but subject to a formal review after year three. The entire application package described above must be submitted at the beginning of each five-year cycle, but RSCA Metric Data – in college-specific format – must be submitted *annually* to retain eligibility. Assessment of applications will include an element of field-appropriate extramural validation of the quality of the RSCA products, as described in the University Expectations and Standards section.

Probationary faculty in their first two years of service at SJSU are automatically awarded assigned time to develop their scholarly agenda as part of their appointment. Probationary faculty should plan to apply to the Faculty RSCA Assigned Time program at a time such that the award through this program would begin when their contractually awarded assigned time ends. Most probationary faculty should apply in March of their second year for an award to begin in fall of their 3rd year.

Note that awards will be made for a period of five calendar years (tenured faculty) or the remainder of the probationary period (probationary faculty), irrespective of leave status, pending review by the Dean. In other words, the award clock does not stop for leaves. However, no assigned time is provided in any semester in which the faculty member is on leave for the entire semester.

Application Deadline

For the next award cycle, applications are due on **March 28, 2019** to the Dean’s office.

Selection of Awardees

The decision of which eligible faculty will receive assigned time through the Faculty RSCA Assigned Time program will be made by the Dean. The Dean will determine the process by which such selection is made, and may consider the components of the application packet holistically, but the decision should be made with substantial consideration of the faculty member’s prior RSCA productivity. To assure transparency, the Dean’s office should publish, such as on the college web page, the methodology to be used in the selection process.

A list of faculty members selected by the Dean for a Faculty RSCA Assigned Time award should be submitted to the Office of Research for transmittal to the Provost, along with *all* candidates’ complete application packets, by April 22, 2019. The Dean should also submit a list of faculty members (if any) whose previously awarded Faculty RSCA Assigned Time award should be rescinded due to insufficient progress on the research agenda as demonstrated by a review of college-specific RSCA metric data submitted or the three-year formal review.

The Provost may, at her/his discretion, review the Dean’s recommendations and process to assure that the selected faculty members’ RSCA productivity meet university-wide standards. The Provost will notify the Deans and the Office of Academic Budgets and Planning of her/his decision not

later than May 13, 2019. The Deans will notify the faculty members and their department chairs of the Faculty RSCA Assigned Time awards as soon as possible after Provost's notification.

Review of Awards

Each year, the recipient of a Faculty RSCA Assigned Time award must submit information about his or her RSCA productivity as required for the college-specific RSCA metric process, by the application due date, usually in March. The Dean may recommend to the Provost that the Faculty RSCA Assigned Time award be rescinded for future years for any faculty member, including probationary faculty, if, in her/his opinion, there has been insufficient progress toward the RSCA agenda to warrant continuation.

At the end of year 3 of the award, a more formal review should be undertaken. The methodology for the formal review is at the discretion of the Dean, but should be transparent and should be based on an assessment of progress toward the RSCA agenda submitted with the application and the RSCA metric data submitted annually. The review will contain an element of field-appropriate extramural validation of the quality of the RSCA products, as described in the University Expectations and Standards section.

In most cases the outcome of the formal review will be that there is no change in the award. If, however, in the Dean's opinion, there has not been adequate progress on the RSCA agenda nor adequate productivity according to the college-specific RSCA metric, then the Dean may recommend to the Provost that the remaining years of the Faculty RSCA Assigned Time award be rescinded.

Appeal Process

If a faculty member has concerns about either the initial award of assigned time or the three-year formal review, a written statement of concern may be submitted to the Deputy Provost for review. Such review would be based upon whether appropriate processes were followed.

Reporting

Faculty members, to retain eligibility for assigned time, must submit annually their productivity data, in college-specific RSCA metric format, to their college by the application deadline, typically in March. Colleges are expected to submit an annual report to the Office of Research for transmittal to the Provost summarizing the Faculty RSCA Assigned Time awards and detailing the RSCA metric data for the *entire* college, including for faculty not awarded release time. While the college submissions to the Office of Research should be identified by faculty member's name, there will be no public presentation of the data without de-identifying faculty. A review of the distribution of awards amongst demographic categories will be performed periodically by the Office of the Provost.