

Instructions for Applying for RSCA Reassigned Time Program

Please note that the instructions below are summarized from emails sent in the Spring of 2019

Deadline and Overview:

Applications for Cycle 2 of the RSCA Reassigned Time Program are due by **March 28 before 5pm**. As noted in previous memos, the Reassigned Time Program will be phased in over several years and is designed to expand and enhance research, scholarly, and creative activity at San José State University. As a reminder, tenured faculty who were not successful in Cycle 1 have this opportunity to re-submit, or alter their submission per changing scholarly activities.

Probationary (tenure-track) faculty who will be in the 3rd to the 6th year of their probationary period in the 2019/2020 academic year may apply for the program. Probationary faculty who are receiving this award for the first time in Cycle 2 (award begins in 2019-20) because of the expiration of their contractually awarded RSCA assigned time in S19 will have a maximum teaching load of 18 WTU in 2019-20 (6 WTU of assigned time) and in every subsequent academic year until their tenure decision.

Approximately 20% of tenured professors in the College will be selected for the RSCA Reassigned Time Program during Cycle 2. Tenured faculty who *first* receive this award in Cycle 2 (award begins in 2019-20) will have a maximum teaching load of 21 WTU (i.e. 3 WTU of assigned time) in 2019-20, but their maximum teaching load will decrease to 18 WTU (6 WTU of RSCA assigned time) in 2020-21 and for each subsequent year of award.

Filling out Forms:

Application forms and reference materials (such as evaluation rubrics, a “tip sheet” for completing the application, a copy of the College RSCA metric, and an FAQ about the program) may be found on the college web site under the “For Faculty” page: <http://www.sjsu.edu/chhs/forfaculty/>.

- There are two fillable application forms: one for Probationary (tenure-track) faculty and one for Tenured faculty. **Please use the form that is appropriate to your Tenure status and follow instructions in the form.**
- The **tenured faculty form** requires inclusion of RSCA accomplishments from the last 3 calendar years (2016, 2017, 2018). These may be copied and pasted from a CV into the application form. The size of the font will adjust to accommodate the information in the space provided in the form. Please refer to the College RSCA Metric, as needed (on the College web site).
- Plan to use Adobe Acrobat to fill in the application form. (If you fill it out in a browser, you will not be able to save your drafts).
- The application form includes the both the routing sheet (first page) and the RSCA agenda. (The instruction on the form stating that “candidates must attach a scholarly agenda and a current CV to this routing sheet” means that you will need to submit the completed and signed form along with your CV).
- The completed application should be forwarded to your Chair or Director for signature. Please note that the signature field is set up so that the Chair/Director can use Adobe signature to sign electronically. Once you have your Chair/Director signature, you are ready to submit your application and CV by email. (You do not need to have the Dean’s signature before submitting).

Submission:

Please email your **signed application form, along from your current CV**, to the Associate Dean of Research, Dr. Laurie Drabble (laurie.drabble@sjsu.edu) with a copy to Joanne Delamar (joanne.delamar@sjsu.edu) **by 5 pm on March 28, 2019**.

Notification:

All Cycle 2 applicants, and their Chairs/Directors, will be notified about their applications by May 13, 2019.

Questions:

If you have questions, please email laurie.drabble@sjsu.edu.