Basic Information about the Program

Q: I’ve carefully read through the FAQ twice, and I still have questions. What should I do?

A: Please contact your department’s representative to the CoHA Research Committee and/or Associate Dean Aleksander. Here is the relevant contact information for members of the committee:

Jason Aleksander, jason.aleksander@sjsu.edu
Heather Cooper, heather.cooper@sjsu.edu
Tova Cooper, tova.cooper@sjsu.edu
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Anand Vaidya, anand.vaidya@sjsu.edu (Committee Chair)

Q: How many faculty will receive Reassigned time in the second cycle of the phase-in period of the RSCA Reassigned Time Program?

A: Most probationary faculty who apply will receive awards that carry them through their probationary periods. For tenured faculty, the number of supported faculty will depend on budgetary and staffing considerations that are still being determined by the Provost.

Q: Why is there a phase-in process for this Program to begin with? Why not simply roll this out to all RSCA Productive faculty at this time?

A: Interim Provost Joan Ficke explained two key considerations in her announcement of this Program in an email to faculty on Sept. 4, 2018. First, she noted that the phase-in will help alleviate the “challenges our chairs will face in protecting course availability and the instructional platform both our students, and our faculty, count on.” Second, she noted that “if we had tons and tons of money, this would look different,” but also that, despite the financial reality, we “simply will not wait” to begin moving in this direction.

Q: What about future cycles?

A: We anticipate that each new cycle of the three-year phase-in period will accommodate additional RSCA Productive faculty. However, until budgetary process and staffing implications for the Program are fully fleshed out, the overall number of faculty who will be supported by this Program in each successive cycle is still to be determined.

Q: How much release time will successful applicants receive?
A: One goal of the Program is for all RSCA Productive tenured and tenure-track faculty to have a maximum 18 WTU teaching load. We anticipate that, beginning with the first phase in year of 2018-2019, successful applicants in CoHA will receive 3 WTUs of reassigned time in their first year in the RSCA Reassigned Time Program and then 6 WTUs of reassigned time in each of their remaining four years in the Program (3 WTUs per semester). At the end of the five-year cycle, faculty can reapply to the Program.

Q: Is there any advantage to applying now or to waiting to apply later?
A: In terms of the total quantity of support available to faculty through the program, there is no advantage to applying now. However, applicants who are successful earlier in the process will begin receiving RSCA reassigned time earlier in the phase-in of the Program.

Q: If a sabbatical or another form of extended leave is granted during the period of reassigned time, will the reassigned time extend accordingly?
A: No. At this time, reassigned time will be for a maximum period of five years, regardless of other forms of extended leave sought by a faculty member.

Eligibility Criteria

Q: Who is eligible for the RSCA Reassigned Time Program?
A: All full-time tenure-track or tenured faculty. If you are curious about your status, please reach out to Jason Aleksander, jason.aleksander@sjsu.edu.

Q: If I do not apply to the RSCA Reassigned Time Program in March 2019, will I lose my eligibility for this award?
A: No! Faculty members will be able to apply for the Program every year on a schedule that resembles the one being used in 2019. You’re eligible every year as long as you meet the basic criteria for applying.

Q: I am a tenured faculty member. If I receive reassigned time through this Program, what do I need to do to remain eligible to receive reassigned time for the full five years?
A: Tenured faculty in the Reassigned Time Program will report annually on their RSCA productivity. In addition to annual reporting, tenured faculty will undertake a more formal review of their productivity in their third year in the program to demonstrate progress on their RSCA agendas. The Dean may rescind a RSCA Assigned Time award if there is insufficient evidence of RSCA productivity.

Q: I am currently a probationary faculty member in my 2nd year. Should I apply for this award in Spring 2019? Will I be competing for a limited number of awards against tenured faculty?
A: Faculty in their second year of service on the tenure-track should apply for this program. The awards for probationary faculty are not a limited competition. Each application is reviewed on its own merits rather than judged in competition against the applications of tenured faculty. If
awarded, your release time would extend through the remainder of your probationary period, provided: (a) that you are retained at the end of any full dossier reviews required by your RTP processes; (b) that you report annually on your RSCA productivity; and (c) that you demonstrate you are making satisfactory progress toward your RSCA agenda.

Q: I’m in my 1st year on the tenure-track. May I apply “early” in this March 2019 round?
A: No. You already receive a reduced teaching load for your first two years and you are not eligible to receive a further reduction.

Q: If I am not going to be awarded a full five years in the program because I am mid-way through my probationary period, should I still discuss my five-year plan?
A: Yes.

Q: I currently receive .2 FTE of assigned time (3 WTU) per year to coordinate a concentration in my department. Am I eligible for this Program?
A: Faculty with service-related assigned time are eligible, but the RSCA Reassigned Time Program only guarantees a maximum teaching load (21 WTUs in the first year, and 18 WTUs in the remaining four years). In some cases, faculty with significant service reassignments will need to discuss their specific situations with their department chairs and deans.

Q: I am a department chair or school director. I was not eligible for the first round of applications. Will I be eligible for this Program going forward?
A: Yes. Department chairs and school directors are eligible and will receive separate instructions regarding their options under this program.

Q: I am currently a full-time faculty member. If I receive a five-year RSCA reassignment award and begin the FERP program in two years, will I receive the RSCA adjustment while I’m in FERP?
A: No. Only full-time faculty members can participate in the RSCA Reassigned Time Program. Once you begin the FERP program, you are no longer eligible.

Q: I am a long-term lecturer at SJSU. Can I apply to this program?
A: No, only tenured and tenure-track faculty are eligible at this time.

**CoHA Submission and Evaluation Process**

Q: Where/how do I submit my applications?
A: Please email your application materials to humanities-arts@sjsu.edu no later than the end of the day on March 28, 2019, with a subject line identifying that you are submitting a RSCA Reassigned Time application. Please save your application file as a PDF, Word Document, or Google Doc, with a file-name as follows: [Last Name]_RSCA_2019S. Please save your CV with a file-name as follows: [Last Name]_CV_2019S.
I did not receive a RSCA Reassigned Time Award during the first cycle, and I’m not exactly sure how I can improve my application. What do you recommend?

Members of the RSCA Committee will hold a February 2019 information session about completing a competitive application. During this session, they will provide examples of narratives and CVs that were successful in the previous application cycle. They will also answer any questions you still have about the application process.

In the meantime, please consider the following: The previous application asked you to discuss the value and impact of your research and creative activity alongside your success in integrating your roles as scholar or artist and teacher. While these factors continue to be important, a competitive narrative will situate the value and impact of your previous work in the context of your plans for future research and creative activity.

Some elements of a successful application include:

• A clearly articulated timeline
• A research or creative narrative accessible to evaluators who are not experts in your field
• A CV that clearly identifies the nature of your past accomplishments, ideally using the descriptive language included in the CoHA RSCA Metrics document.

When will decisions be announced?

The deadlines for the Spring 2019 application cycle are:

- Application by faculty due: March 28, 2019 to Dean’s Office [refer to the first question in this section for details]
- Submission by College to Office of Research for budgetary approval: April 22, 2019
- Final Dean Approval: May 13, 2019

A process for appeals of dean’s decisions will be announced by the Office of the Provost.

How will applications be evaluated?

The evaluation process will vary across schools/colleges and may change as the RSCA Reassigned Time Program goes forward in subsequent years. The CoHA Research Committee will evaluate all tenured faculty applicants in two different categories: record of past productivity and agenda for future RSCA activities. These categories will be weighted 1/3 and 2/3, respectively, in the overall evaluation of the strength of the application.

Using the CoHA RSCA Standards Rubric in conjunction with the CoHA RSCA Metrics, the Committee may Strongly Recommend, Recommend, or Not Recommend candidates, but will not otherwise rank candidates within these ranges. In general, applicants who are Strongly Recommended must be evaluated as exceeding RSCA Standards in at least the area of articulating a 5-year plan for future research while also at least meeting the standard for their 4-year record of prior productivity. The Research Committee’s recommendations are submitted to the Dean who makes the final decision.

What is the CoHA RSCA Standards Rubric?
A: The CoHA RSCA Standards Rubric offers a broad working definition of current CoHA norms for RSCA productivity.

Q: So, then, what are CoHA RSCA Metrics?
A: CoHA RSCA Metrics define various sorts of RSCA productivity within the various fields of RSCA activity in CoHA. These Metrics reflect a general consensus about RSCA equivalencies across disciplines and departments in the College. These Metrics will be used in unit reports to Academic Affairs to help document faculty RSCA Productivity throughout the university.

Q: How will the CoHA RSCA Metrics and RSCA Standards Rubric be used in evaluating applications for 2019-2020?
A: For the second cycle of the phase-in, the Research Committee will consult the 12/14/2018 version of the RSCA Metrics to help evaluate past productivity. The CoHA RSCA Standards Rubric will be used in conjunction with the Metrics to evaluate the intended outcomes and anticipated impact of proposed RSCA productivity.

Q: Why has the College decided to implement the RSCA Metrics in evaluating applications for this second cycle of the RSCA Reassigned Time Program?
A: The College observed a high degree of correlation between competitive applications evaluated according to holistic criteria and the same applications evaluated according to the a draft version of the RSCA Metrics that Associate Dean Aleksander prepared for beta testing in Fall 2018. The Research Committee subsequently revised the beta test version and ratified it for use as one element of its holistic process of evaluating applications.

Q: Some faculty have expressed concerns that there will be an overlap between RTP Standards and the CoHA Metrics document. Will such an overlap occur?
A: The CoHA RSCA Metrics document has two specific purposes: (1) it is used in the RSCA Reassigned Time Program evaluation process in the College; (2) it is used to document unit-level RSCA productivity on an ongoing basis. It is not utilized in RTP processes in the College. Departments and schools are free to adopt and/or adapt the Metrics as part of their departmental guidelines, but there are no other policies or processes that would authorize use of the Metrics in the context of RTP evaluations without Departments explicitly endorsing their use for these purposes.

Q: What role does the CoHA Research Committee’s judgement play in determining who gets assigned time?
A: The CoHA Research Committee rates applications holistically based on the metric, the rubric, and discussion amongst members of the committee. The Dean decides which applications get approved. The ratings may be: strongly recommend, recommend, recommend with reservations, or not recommend.

Q: What about second-year tenure-track faculty?
A: The Dean will evaluate all tenure-track faculty. It is expected that all tenure-track faculty making satisfactory progress toward tenure will receive RSCA reassignments through the end of their probationary periods. Although this means that the process for probationary faculty is not a limited competition, reassigned time will only be awarded to tenure-track faculty making satisfactory progress on their RSCA agendas.

Q: What if I’m a member of the Research Committee?
A: Research Committee members may not take part in discussions involving their own applications. The Committee will divide the reviews of applications so that members are not asked to weigh in on the merits of their own proposals.

Q: Will this be the process that we use going forward?
A: The phase-in processes for the Program should be considered a pilot process that will be revised in light of the outcomes of the first iterations.