Basic Information about the Program

Q: I’ve carefully read through this entire FAQ twice, and I still have a question that isn’t clearly addressed below. What should I do?

A: By all means, 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
- Yoon Chung Han, yoonchung.han@sjsu.edu
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- Daniel Silverman, daniel.silverman@sjsu.edu
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Q: How many faculty will receive Reassigned time in the first 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 the remainder for their probationary periods. Approximately 15% of tenured faculty who apply from each college/school will receive awards that provide up to five years of reassigned time commencing within the current academic year (i.e., the first faculty recipients will receive reassigned time beginning in Spring 2019).

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: Pending future budgetary support for and outcomes of the phase-in process, it is anticipated that each additional cycle of the three-year phase-in period for the Program will steadily accommodate an increasing proportion of RSCA Productive faculty. However, because the budgetary process and staffing implications for the Program are not fully fleshed out as of the
date of this FAQ, the overall number of faculty who will be supported by this Program in each successive cycle has not been determined.

Q: How much release time will successful applicants receive?
A: The goal of the Program is to achieve the outcome that all RSCA Productive tenured and tenure-track faculty will have a maximum 18 WTU teaching load. Pending future budgetary support and other outcomes of the phase-in process, it is anticipated 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 (before needing to reapply).

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

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

Eligibility Criteria

Q: If I apply on September 28th, but I do not receive this award, can I reapply?
A: Yes, you may reapply on the last duty day of Spring semester in subsequent cycles.

Q: If I do not apply to the RSCA Reassigned Time Program on September 28th, will I ever be able to receive this award?
A: Yes. Any faculty member not in the program can apply in subsequent years on the last duty day of Spring semester for possible award the following academic year.

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 years?
A: Tenured faculty in the Reassigned Time Program must report annually on their RSCA productivity. In addition to the annual reporting, in their third year in the program, tenured faculty in the Program will undertake a more formal review of their productivity in order to demonstrate progress on their RSCA agendas. The Dean may recommend rescinding the RSCA Assigned Time award if there is insufficient evidence of RSCA productivity.
Q: I am currently a probationary faculty member in my 3rd, 4th, 5th, or 6th year. How long will I be at 18 WTUs per academic year?
A: You will continue to be eligible through your probationary period, which results in a variable length of time and as long as you report annually on your RSCA productivity. 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 that you are making satisfactory progress sufficient progress toward the RSCA agenda.

Q: I am currently a probationary faculty member in my 3rd year. Will I be competing for a limited number of awards against faculty in their 6th year who have had twice as long as I to compile a RSCA record?
A: The awards for probationary faculty are not a limited competition. Each application is reviewed on its own merits.

Q: I’m in my 1st or 2nd year on the tenure-track. May I apply “early” in this September 28th round?
A: No. You already receive an 18 WTU teaching load for your first two years and you are not eligible to apply for a further reduction in Spring 2019. Faculty in their second year should wait for the May deadline (the last duty day of the spring semester).

Q: If I am applying for tenure this year (either in my 6th year or for early consideration), when should I apply for the RSCA Assigned Time Program?
A: You should apply by September 28, 2018 for possible award in S19. If you receive the assigned time award in S19 and are awarded tenure in May 2019, then you do not need to reapply to continue in the assigned time program for the next four years (contingent upon the usual reviews). It is assumed that the attainment of tenure is evidence of RSCA productivity. However, the privilege of continuing in the RSCA assigned time program without a need to reapply upon tenure is only for those receiving their first RSCA assigned time award in the year they apply for tenure.

Q: What about unsuccessful bids for early tenure?
A: You are considered probationary faculty until tenure is awarded. If retained but early tenure is denied, you will continue to be eligible for the faculty RSCA Assigned Time program during the following year since you would still be in the probationary period.

Q: If I am not going to be awarded a full five years in the program because I am already at least 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 who serve as chairs/directors of departments/schools or faculty in administrative roles (faculty associate deans) are ineligible for the 2018-2019 cycle of the phase-in, but faculty with other service-related assigned time are possibly eligible. Specific situations will be decided by your Dean.

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 receive the benefit of the RSCA Reassigned Time Program. Once you begin the FERP program, you would no longer be 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.

CoHA 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 Friday, September 28, 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_2018F. Please save your CV with a file-name as follows: [Last Name]_CV_2018F.

Q: How will applications be evaluated?
A: The evaluation process will vary across schools/colleges and may change as the RSCA Reassigned Time Program goes forward in subsequent years. For the first application cycle (for support beginning in Spring 2019) in CoHA, 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, 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. For Spring 2019, because only 15% of tenured applicants will receive RSCA Reassigned Time, the Research Committee’s recommendations are intended to offer the Dean input in the process but not to provide a final determination regarding the order of ranking for applicants.

Q: What about tenure-track faculty?
A: The Dean will evaluate all tenure-track faculty, including those who are currently under review for tenure.
Q: Why do tenure-track faculty get treated differently?
A: 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 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: When will decisions be announced?
A: The deadlines announced in Interim Provost Joan Ficke’s email are as follows:

- Application by faculty due: Friday, September 28, 2018 to Dean’s Office [refer to the first question in this section for details]
- Submission by College due: Monday, October 22, 2018 to Office of Research
- Final Provost Approval: Friday, November 16, 2018 to Deans

In light of this schedule, decisions will be announced no later than the week of Nov. 18-22.

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

CoHA RSCA Standards Rubric and RSCA Metrics Questions

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

Q: How will the CoHA RSCA Standards Rubric be used?
A: The long-term plan for the RSCA Time Reassignment Program is to provide all RSCA Productive faculty with RSCA related reassigned time. However, in the first cycles of the phase-in of the Program awards for tenured faculty will likely go primarily to faculty whose RSCA agendas and past productivity exceed the norms for the College. At least for the first phase-in cycle for the RSCA Reassigned Time Program, the CoHA RSCA Standards Rubric will be used as a heuristic to facilitate the Research Committee’s discussion of tenured faculty members’ applications for the Program. The rubric is meant to define in advance some considerations that may be relevant to these discussions.
Q: So, then, what are **CoHA RSCA Metrics**?
A: **CoHA RSCA Metrics** are an attempt to define various sorts of RSCA productivity within the various fields of RSCA activity in CoHA in order to help establish more precise definitions of various sorts of RSCA productivity and their commonly understood relative values within a disciplinary or interdisciplinary RSCA field. These Metrics are also meant to help reflect consensus about RSCA equivalencies across disciplines and departments in the College. And, finally, 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** be used in evaluating applications for 2018-2019?
A: For the first cycle of the phase-in, the Research Committee will be focused on calibrating our current versions of the CoHA Metrics with its recommendations regarding the first applicant pool. In other words, deliberations about the applicant pool—guided by the CoHA RSCA Standards Rubric—will inform revisions of the Metrics for future use. However, the resulting refined version of CoHA RSCA Metrics will be used to report RSCA productivity data for successful applicants up the chain to the Research Office and Provost.

Q: Interim Provost Joan Ficke’s announcement mentions that the application process requires that applicants supply a “college specific RSCA metric response” (or a “form submitting RSCA data for college metrics”). Why doesn’t the CoHA application form use these phrases?
A: CoHA began a process of developing RSCA field-specific metrics in 2017-2018. As of the date of this FAQ, these RSCA Metrics are still being refined by the CoHA Research Committee in consultation with CoHA departments. The CoHA application form requires that all applicants provide a record of recent RSCA productivity without making any direct mention of how to apply RSCA Metrics in describing those products. However, the College RSCA data will be generated from applicants’ information using a refined version of the RSCA Metrics. The College did not want to be in the position of delaying the application process while working to refine and recalibrate its current RSCA Metrics. Consequently, the Research Committee will use the CoHA RSCA Standards Rubric to facilitate deliberations about its recommendations in the 2018-2019 award cycle while it refines the RSCA Metrics for use in future reporting on RSCA productivity.