San Jose State University
College of Engineering
Faculty Research Support Policy
Support Through RSCA Infusion and Other Funding
Updated May 1, 2015

A CoE Faculty Research Support Policy has been in effect since Spring 2013. The 2015 RSCA infusion funding will go a long way in enabling continued support of this policy and broadening its reach.

The policy was primarily designed to reward successful research efforts, hence enables continued success. It provides release-time support for faculty who publish original basic and applied research work in refereed journals and in national/international conference proceedings. It also rewards successful funding generation through research proposals to government agencies and the industry, sometime in collaboration with other universities.

We note in particular lowering the original $100K limit required to earn release time to half that value. The reduction was only possible with the availability of the 2015 RSCA support. Its implementation starts in Fall 2015. Hopefully, the significant reduction encourages more faculty, especially junior faculty, to approach the industry for collaborative research funding and government agencies for more traditional competitive proposals funding.

To further encourage faculty to initiate research proposal, the CoE has augmented its current policy to provide some incentive support for faculty to complete and submit proposals. A $500 award will be granted after proposal submission to compensate for some of the proposal preparation costs or to be used by the PI as s/he sees fit. We’re requesting that the PI shares the received proposal reviews with the College to guard against submissions just for the sake of the award. It’s also for other faculty to benefit from the reviewer’s comments.

The rest of this document follows closely the Faculty Research Support Guidelines, made available to the faculty in January 2015. The support is provided in the form of release time.

I. Release-Time Awards Policy

All tenured/tenure-track faculty are eligible to receive up to 0.4 FTEF release time per semester, awarded on the basis of measurable research performance. Two types of research performance are considered: publications and externally sponsored research grants.

A point system is used to track the release-time awards. For each 1-point earned, the College will provide 0.2 semester release time. The final decision regarding the amount of release time will be made by the Dean and may be affected by availability of resources and other factors.
A. Publications

- 1 point for each published paper in a journal that has Impact Factor (IF) of 0.5 or higher rating in the Journal Citation Report (JCR). A paper published in a journal that is listed in JCR but has less than 0.5 Impact Factor requires submission of supporting paper quality justification documents and a recommendation by the CoE Research Committee to the Dean.
- 0.2 point for each published conference paper or a journal paper that is not listed in the JCR, up to a total of 1 point. For conference papers, the conferences must be national or international conferences sponsored by recognized professional national or international organizations. Regional conferences sponsored by regional chapters of the above organizations are not applicable.
- For a paper with multiple SJSU CoE faculty authors, the point will be divided up by the faculty authors among themselves. A paper co-authored with non-CoE authors will normally receive a fraction of the point, depending on the order of the authorship.

Points earned from papers published or accepted for publication without condition during the 12-month period from June to May can be exercised in either of following two semesters. Only with department Chair’s approval, points earned from papers published in June and July can be used in the following semester.

B. Externally sponsored research grants

For any externally sponsored, competitive research grant, the faculty PI chooses one of the following two methods for determining earned points.

- 0.5 point for every 0.1 ‘buy-out’ time. This is equivalent to a 1-to-1 (1:1) matching. The buy-out time must be explicitly listed as faculty release time on the cost breakdown the SJSU Research Foundation approved budget of the funded grant.
- 1 point for every funded $100k per 12 months obtained from external research grants (reduced to $50K for new funding that starts during F15 or after).
- For grants involving multiple investigators, points earned from the grants should be shared by the investigators according to an agreement established before the submission of the proposals.
- Proposal budgets should include the full Facilities and Administrative Cost rate (indirect cost rate) per the University’s rate agreement with the federal government, current at the time of proposal submission. Should the sponsoring agency not allow for full recovery of Facilities and Administrative costs, the allocation of points eligible for release time may need to be adjusted lower.

Special consideration will be given to grants that carry special prestige such as NSF’s Early Career Awards. Points earned from external research grants can be exercised during up to two semesters overlapping a year long grant period. However, if the release time gained through points has been proposed as in the form of cost share or matching funds to the sponsoring agency, then that release time must be used during the time as required by the sponsoring agency.

In kind equipment or software grants will not be considered in this point system.

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C. Support for new tenure-track faculty members

All new tenure-track assistant professors without service credit transferred from other institutions will receive the following supports:

For the first two years:

- Two points per semester and no additional points can be earned from this point system.
- $10k for each summer, in support for research and proposal development. A statement of work and a summary of accomplishment should be submitted to the Dean via the department chair within a month before and after the summer period.

For the third and fourth year:

- Points earned from publications and/or externally sponsored research grants are doubled.

Fifth year and thereafter, tenure-track faculty enjoy the same support as tenured faculty.

In this point system, except the buy-out matching, no fractional course release will be given. The fractional portion from the annual combined point will remain effective for one year after the fractional point is earned.

D. Important Limitations:

- The maximum-awarded grant/paper release time in a semester is 0.4 (2 points). Faculty can earn additional release time in the form of assigned time from, for example, performing other university services. However, all faculty members are required to teach at least one course per semester.
- If combined release time exceeds 0.6 in a semester, points earned from this point system will be cut back so that the total release time is no more than 0.6 per semester.
- No release time will be assigned to faculty members teaching on overload. Also, teaching a full load while taking advantage of this policy violates the policy intended purpose of enabling some research time and is not permitted.

II. Proposals Submission Awards Policy

Starting Fall 2015, and to encourage faculty to submit proposals to the industry, government agencies, and other funding sources, a $500 award will be granted to the PI (equally shared by the Co-PIs, if any). The award is granted after a proposal is completed and submitted. Conditions apply, however. For the benefit of other faculty going through the learning process, and to also ensure quality submissions, the PI of a submitted proposal must agree to share all reviews of the proposal with the College. Faculty submitting proposals are also strongly encouraged to participate in proposal writing workshops organized by the SJSU Research Office, when offered.

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