

San Jose State University

College of Engineering

Faculty Research Support Guidelines

Updated Spring 2015

This document updates the Fall 2013 (F13) Faculty Research Support Guidelines in one major aspect.

Starting Fall 2015 semester, the lower limit on research grants that qualifies an applicant for 1-point release time credit (see below) will be reduced from the current \$100K to \$50K per 12 months. This *applies only for new grants awarded starting Fall 2015 semester or after*. For grants awarded before then, the Fall 2013 policy is unchanged (except for some minor clarifications -- see below). The smaller \$50K limit is intended to encourage more faculty, especially junior faculty, to actively pursue industrial and/or government external funding to help reduce their teaching load to enable more time to pursue research and scholarly activities.

The rest of this document follows closely the previously released Fall 2013 policy, with some minor modifications. As the initial policy stated, the main objective of the policy is to help initiate and support new faculty research endeavors, and to help all faculty continue their research activities. The support is provided in the form of release time.

All tenure line faculty members 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. The following point system will be used in determining the amount of release time to be awarded. *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.

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.

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 – see above).
- 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.

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.

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.