Three-Year RSCA Productivity Reports

# Timeline

* March 26, 2021 – Three-Year Reports submitted to [Engineering-Research@sjsu.edu](mailto:Engineering-Research@sjsu.edu)
* April 26, 2021 – Dean’s feedback on Three-year Reports due to the Office of Research
* May 21, 2021 – Three-Year review letters from the VPRI and College Dean sent to faculty
* May 28, 2021 – Acknowledgement of the Three-Year review letters due from faculty via DocuSign

# Required Materials

Faculty who had tenure when they started their RSCA AT program in AY 2018/2019 (Cycle 1) must submit a formal three-year report by **5 PM on March 26, 2021** consisting of all the items listed below.

1. **Cover Sheet:** including name, rank, department, college, and date of appointment to the university
2. **ORCID iD\*** with permission granted for institutional access (to enter it in the Cover Sheet)
3. **Statement of Achievements:** Narrative describing RSCA progress covering the three-year period
4. **Scholarly Agenda** – Ongoing/planned RSCA Agenda for the remainder of the program. Attach original RSCA Agenda for reference and explain the Agenda change(s) for the remainder of the AT period, if any. Articulate how the ongoing agenda will result in products that are measurable by the college-specific RSCA metrics.
5. Current ***Curriculum Vitae*** (CV) not exceeding 4 pages
6. **RSCA Productivity Report:** RSCA Metric Data covering the three-year period in college-specific format via <https://rtrack.cmpe.sjsu.edu> (Note that you need to use VPN to access the website from off campus)

# Submission Details

Completed reports (with the exception of RSCA Metric Data) should be compiled into one PDF file and must be submitted electronically to your college office (Engineering-Research@sjsu.edu). RSCA Metric Data covering the three-year period (1/1/2018 – 12/31/2020) should be submitted via <https://rtrack.cmpe.sjsu.edu>

Please contact [officeofresearch@sjsu.edu](mailto:officeofresearch@sjsu.edu) or your Associate Dean for Graduate Studies and Research, for any questions or further clarification.

*\* For information on how to obtain an ORCID iD and set permissions, see* [*orcid.org*](https://orcid.org/)*. If you need assistance, please contact Librarian Yen Tran at* [*Yen.Tran@sjsu.edu*](mailto:Yen.Tran@sjsu.edu)*.*

RSCA Three-Year RSCA Productivity Report

Cover page

**Name:** Click or tap here to enter text.

**Department/School:** Click or tap here to enter text.

**College:** Click or tap here to enter text.

**Current rank:**  Professor  Associate Professor

**Date of appointment to SJSU:** Click or tap here to enter text.

**Your 16-digit ORCID iD:** Click or tap here to enter text.

## Instructions for Statement of Achievements and Scholarly Agenda

The narrative Statement of Achievements and Scholarly Agenda should be no more than 3 pages, approximately 1500 words. It should include the following sections (please label is section):

1. A brief summary of your original 5-year research plan. Please note that your original

RSCA Agenda will need to be appended to this report prior to submission to the Office of

Research.

1. A description of what you have accomplished in the RSCA Assigned Time Program in the period from January 1, 2018 to December 31, 2020. This should not be a list of RSCA products, but should be an explanation of how your RSCA agenda has developed and progressed. Changes in your RSCA agenda may also be discussed here.
2. A description of how external circumstances have affected your RSCA progress. Taking into consideration personal as well as professional circumstances, to what degree and in what ways (positive or negative) have your planned RSCA endeavors been affected by COVID-19, wildfires, the general socio-political landscape, and other extenuating circumstances?
3. A description of how you have adapted or plan to adapt your anticipated RSCA outcomes and goals in response to circumstances. Please summarize your ongoing/planned agenda for the reminder of the program. Explain agenda change(s) for the remainder of the AT period, if any. Articulate how the ongoing agenda will result in products that are measurable by the college-specific RSCA metric.