

## Faculty Research, Scholarship, and Creative Activity (RSCA) Assigned Time Program

### Implementation Details – 9/4/18

#### Introduction

We are dedicated to expanding and enhancing research, scholarship, and creative activity (RSCA) at San José State University. To achieve this goal, an essential component is to afford faculty the time needed to engage in their creative work. The Faculty RSCA Assigned Time program, when fully implemented, is intended to assure that the maximum teaching load of a demonstrably RSCA productive tenured or tenure-track faculty member is 18 weighted teaching units (WTU) per year. To attain this reduced level of teaching, the program will provide up to six WTU per year in assigned time for eligible tenured or tenure-track faculty. Note that this program complements, but does not supplant, existing RSCA release time programs. For example, probationary faculty in their first two years receiving contractually obligated RSCA assigned time will *not* receive additional assigned time via this program. Rather, this program will provide assigned time for probationary faculty in years 3-6 of their probationary period.

#### University Expectations and Standards

This program is intended to support faculty who are (or will become) RSCA productive. While each college will determine field-appropriate RSCA metrics and each Dean will determine the methodology for selecting recipients and conducting reviews, the university will maintain an overall standard for RSCA productivity. **It is expected that any faculty member receiving a Faculty RSCA Assigned Time award will be engaged in serious scholarly activity and that such activity will be demonstrable through extramural review or validation.** The mechanisms for this extramural review will vary, but should include an element of field-appropriate extramural validation of the quality of the RSCA products, such as might be inferred from success with peer reviewed publications or grant proposals, juried exhibitions, and quality academic book publishers, to list just a few examples.

#### Time Line and 4-Year Phase-In Plan

In order to reduce the impact of releasing a large number of tenured and tenure-track faculty from a portion of their teaching responsibilities, the program will be phased in over three years. The program will begin in spring 2019 with all probationary faculty and 15% of tenured faculty achieving a maximum teaching load of 9 WTU in that semester. In subsequent years, all probationary faculty will continue to have a maximum teaching load of 18 WTU per year, and an increasing fraction of tenured faculty will be guaranteed a maximum 21 WTU or 18 WTU per year teaching load until, after the three-year phase-in, all RSCA productive faculty are at a maximum teaching load of 18 WTU per year.

#### Faculty Eligibility

All tenured and tenure-track faculty from all SJSU colleges and the University Library who are not in the Faculty Early Retirement Program (FERP) are eligible for this program. However, in year 1 of this program faculty administrators (i.e. department chairs, program directors, and

associate deans) are not eligible. Faculty administrator eligibility criteria will be announced for subsequent program years.

### **Faculty Application Process**

For consideration for the Faculty RSCA Assigned Time program an eligible faculty member (including probationary faculty) must submit an application packet to his/her Dean's office by the deadline, consisting of the following components:

- 1) Cover Sheet – including name, rank, department, college, and date of appointment to the University
- 2) Current *Curriculum Vitae* (CV)
- 3) Scholarly Agenda – describing the RSCA goals, activities, and expected outcomes/products for the coming 5-year period
- 4) Faculty member's RSCA Metric Data – in college-specific format

The expectation is that an award of assigned time via the Faculty RSCA Assigned Time program will be made for a five-year period, but subject to a formal review after year three. The entire application package described above must be submitted at the beginning of each five-year cycle, but RSCA Metric Data – in college-specific format – must be submitted *annually* to retain eligibility. Assessment of applications will include an element of field-appropriate extramural validation of the quality of the RSCA products, as described in the University Expectations and Standards section.

Probationary faculty in their first two years of service at SJSU are automatically awarded assigned time to develop their scholarly agenda as part of their appointment. Probationary faculty should plan to apply to the Faculty RSCA Assigned Time program by the last duty day of their second year for support beginning in their 3<sup>rd</sup> year.

Note that awards will be made for a period of five calendar years, irrespective of leave status, pending review by the Dean. In other words, the award clock does not stop for leaves. However, no assigned time is provided in any semester in which the faculty member is on leave for the entire semester.

### **Application Deadlines**

For the spring 2019 semester, applications are due by **Friday September 28, 2018** to the Dean's office.

For each subsequent year, applications are due on the last faculty duty day of the spring semester, so for the 2019-20 academic year applications are due **May 24, 2019** to the Dean's office.

### **Selection of Awardees**

The decision of which eligible faculty will receive assigned time through the Faculty RSCA Assigned Time program will be made by the Dean. The Dean will determine the process by which such selection is made, and may consider the components of the application packet

holistically, but the decision should be made with substantial consideration of the faculty member's prior RSCA productivity. To assure transparency, the Dean's office should publish, such as on the college web page, the methodology to be used in the selection process.

A list of faculty members selected by the Dean for a five-year Faculty RSCA Assigned Time award should be submitted to the Office of Research for transmittal to the Provost, along with *all* candidates' complete application packets, by October 22, 2018 (for spring 2019) and by June 30 of each year for subsequent years. The Dean should also submit a list of faculty members (if any) whose previously awarded Faculty RSCA Assigned Time award should be rescinded due to insufficient progress on the research agenda as demonstrated by a review of college-specific RSCA metric data submitted or the three-year formal review.

The Provost may, at her/his discretion, review the Dean's recommendations and process to assure that the selected faculty members' RSCA productivity meet university-wide standards. The Provost will notify the Deans and the Office of Academic Budgets and Planning of her/his decision not later than November 16, 2018 (for spring 2019 awards) or July 21<sup>st</sup> in subsequent years. The Deans will notify the faculty members and their department chairs of the Faculty RSCA Assigned Time awards as soon as possible after Provost's notification.

### **Review of Awards**

Each year, the recipient of a Faculty RSCA Assigned Time award must submit information about his or her RSCA productivity as required for the college-specific RSCA metric process, not later than the last faculty duty day of the spring semester. The Dean may recommend to the Provost that the Faculty RSCA Assigned Time award be rescinded for future years for any faculty member, including probationary faculty, if, in her/his opinion, there has been insufficient progress toward the RSCA agenda to warrant continuation.

At the end of year 3 of the award, a more formal review should be undertaken. The methodology for the formal review is at the discretion of the Dean, but should be transparent and should be based on an assessment of progress toward the RSCA agenda submitted with the application and the RSCA metric data submitted annually. The review will contain an element of field-appropriate extramural validation of the quality of the RSCA products, as described in the University Expectations and Standards section.

In most cases the outcome of the formal review will be that there is no change in the award. If, however, in the Dean's opinion, there has not been adequate progress on the RSCA agenda nor adequate productivity according to the college-specific RSCA metric, then the Dean may recommend to the Provost that the remaining years of the Faculty RSCA Assigned Time award be rescinded.

### **Appeal Process**

If a faculty member has concerns about either the initial award of assigned time or the three-year formal review, a written statement of concern may be submitted to the Deputy Provost for review. Such review would be based upon whether appropriate processes were followed.

**Reporting**

Faculty members, to retain eligibility for assigned time, must submit annually their productivity data, in college-specific RSCA metric format, to their college by the deadline (the last faculty duty day of the academic year). Colleges are expected to submit an annual report to the Office of Research for transmittal to the Provost summarizing the Faculty RSCA Assigned Time awards and detailing the RSCA metric data for the *entire* college, including for faculty not awarded release time. While the college submissions to the Office of Research should be identified by faculty member's name, there will be no public presentation of the data without de-identifying faculty. A review of the distribution of awards amongst demographic categories will be performed periodically by the Office of the Provost.