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**From:** Essam Marouf <[essam.marouf@sjsu.edu](mailto:essam.marouf@sjsu.edu)>

**Subject: AY 2018-19 Faculty Research Support Release-Time: Online App**

**Date:** April 24, 2018 at 7:10:49 AM PDT

**To:** ENGR\_TTFac <[enr\\_ttfac-group@sjsu.edu](mailto:enr_ttfac-group@sjsu.edu)>

**Cc:** Sheryl Ehrman <[sheryl.ehrman@sjsu.edu](mailto:sheryl.ehrman@sjsu.edu)>, Jinny Rhee <[jinny.rhee@sjsu.edu](mailto:jinny.rhee@sjsu.edu)>, Jacob Tsao <[jacob.tsao@sjsu.edu](mailto:jacob.tsao@sjsu.edu)>, Essam Marouf <[essam.marouf@sjsu.edu](mailto:essam.marouf@sjsu.edu)>

Dear Colleagues,

The "RTrack" web-based app for CoE faculty to report online their yearly research (RSCA) achievements is available to access at <https://rtrack.cmpe.sjsu.edu>. The User-Name is your SJSU email; the password is your SJSUOne password.

If connecting from off campus, you will need to connect securely via VPN. Instructions for VPN install and setup are posted at <http://its.sjsu.edu/services/internet-connectivity/vpn/>.

RTrack will track the yearly CoE faculty publication and grant achievements required to 1) apply for CoE research support release-time, 2) be considered for *potential* 3/3 teaching load reduction by SJSU (the potential initiative is still under study).

CoE faculty considering (2) above need to submit their publications and grants achievements whether applying for CoE release-time this cycle or not. The RSCA metric used to identify research-active faculty eligible for the potential 3/3 teaching load reduction by SJSU is based on a 3-year achievements average *starting this year* (see email below and the CoE Guidelines document).

If you use TeX or LaTeX and have information about your publications stored in BibTeX format, you can port the information to automatically populate much of the RTrack forms. Use the BibTeX field at the top of the RTrack forms to do so. Leave the BibTeX field blank otherwise.

As announced below, the deadline for submitting the pdf release-time application form signed by the Chair to [engineering-research@sjsu.edu](mailto:engineering-research@sjsu.edu) is May 4, 2018. You need to submit all online material by the same date. Only achievements over the year period 6/1/2017 to 5/31/2018 count. You may upload ALL achievements during that year but please claim points for only the ones not invoked for points before (no double counting).

Many thanks to Computer Engineering Professors Xiao Su and David Anastasiu for guiding graduate students Yilin Miao and Zhiye Chen efforts to develop the RTrack app. David made significant contributions to make the system easier to use and to enhance its security and stability. Your suggestions for future improvements are welcome.

Please let me know if you have any questions. I'll also be available in conference room E494 on Thursday 4/26 from 12 to 1 pm to answer questions.

Best regards,  
Essam

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