San Jose State University

Charles W. Davidson College of Engineering

Application Packet to the RSCA Assigned Time Program

Due by 5 pm March 28, 2019.

Please upload online using the link [Submit\_ Application\_Packet\_Cycle2](https://docs.google.com/forms/d/e/1FAIpQLSdRrPXUJ-UuoaB3MNvSywTn_jHxpqBd89mkI2RIENOQDTRzDw/viewform)

**I. Cover Page Information**

* Faculty Name (Last, First):
* Rank:
* Department:
* Date of Appointment:
* Tenured/Probationary:

**II. Scholarly Agenda (should not exceed 2 single spaced pages; please observe the indicated word limits for each part below)**

**IMPORTANT:** For fair evaluation of all applications, please do not change the format of the input requested below and strictly observe the word limit for each part. After reading (or copying to an external document) the instructions within the square brackets ([….]), please delete the instructions and replace with your input. Please do not change the format or add new parts. Not following the rules risks downgrading your application relative to others.

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If probationary, please complete the following three parts and delete the 4 parts to follow.

**Title (10 words max):**

[Provide a brief title that characterizes your RSCA agenda.]

**Description of proposed agenda until tenure (500 words max):**

[Please summarize your agenda, using language written for any audience, including laypersons. Make sure to include the following: 1) A clear description of what you propose (what you will accomplish up until tenure), 2) how your agenda contributes to your discipline or research in your area of expertise (e.g., how it may advance the knowledge base or practice in your field), 3) how the proposal fits in your RSCA trajectory (e.g., explain how it advances your existing agenda OR provide a rationale for development of new RSCA area along with evidence of planning or pilot work for this new area).]

**Anticipated outcomes (300 words max):**

[Please describe specific outcomes and deliverables that you expect to complete, and be sure to explicitly describe outcomes that align with the COE metric (research grants, peer-reviewed publications, peer-reviewed conference presentations, etc.). Be thoughtful about the scope and feasibility of your outcomes until tenured (e.g., are your outcomes both meaningful and realistic). Also, please describe the impact of your RSCA on students, through direct inclusion of students, impact that will demonstrate integration of research with your teaching, or research that will directly advance engineering education. OPTIONAL: Where appropriate, additional information may include involvement of internal and external collaborating partners; or other broader impacts of your work that align with the college and campus mission, priorities, or principles.]

If tenured, please complete the following 4 parts and delete the 3 parts above.

**Title (10 words max):**

[Provide a brief title that characterizes your RSCA agenda.]

**Description of proposed 5-year agenda (500 words max):**

[Please summarize your agenda, using language written for any audience, including laypersons. Make sure to include the following: 1) A clear description of what you propose (your 5-year agenda), 2) how your agenda contributes to your discipline or research in your area of expertise (e.g., how it may advance the knowledge base or practice in your field), 3) how the proposal fits in your RSCA trajectory (e.g., explain how it advances your existing agenda and builds on scholarly/creative work you have already accomplished OR provide a rationale for development of new RSCA area along with evidence of planning or pilot work for this new area).]

**Evidence of RSCA activity (200 words max, plus RSCA metric):**

[Provide evidence of peer review, dissemination, and communication of your scholarly work to appropriate audiences. Specifically, please provide a brief paragraph summarizing highlights of your RSCA activity in the *past 5-years* and, where appropriate, the impact of your work. Include referenced publications and grants *not included* in Section IV below in your 4-page CV. You may include references you did not coauthor at the end of this section. They will not count against the 200 words limit. Please also complete the required CoE RSCA metric information (Section IV below) and limit the information provided there to the 18 months period indicated in Section IV].

**Anticipated outcomes (300 words max):**

[Please describe specific outcomes and deliverables that you expect to complete, and be sure to explicitly describe outcomes that align with the COE metric (research grants, peer-reviewed publications, peer-reviewed conference presentations, etc.). Be thoughtful about the scope and feasibility of your outcomes until tenured (e.g., are your outcomes both meaningful and realistic). Also, please describe the impact of your RSCA on students, through direct inclusion of students, impact that will demonstrate integration of research with your teaching, or research that will directly advance engineering education. OPTIONAL: Where appropriate, additional information may include involvement of internal and external collaborating partners; or other broader impacts of your work that align with the college and campus mission, priorities, or principles.]

**III. Current CV (should not exceed 4 pages; please update if you’re already in the program)**

[Please emphasize RSCA related activities and accomplishments during the 5 years prior to 12/31/2018, in particular, journal and conference publications and awarded research grants, if any. You may include in your CV other RSCA achievements you deem important.]

**IV. CoE RSCA Metric Data**

[The CoE RSCA Matric is based on the point system detailed in the “AY2019-20 CoE RSCA Metric & Assigned Time Guidelines” document (CoE RSCA Guidelines, for short). The metric is averaged earned points for extramural grants and refereed publications achievements uploaded to the CoE online database and summarized below. Please do not add any other achievement types.

Tenured faculty, and probationary faculty in their 5th service year and beyond in Fall 2019, applying for the first time or already in the program need to include data over the 18 months period 6/1/2017 to 12/31/2018. Probationary faculty in their 3rd or 4th service year applying for the first time or are already in the program should include data from the date of appointment until 12/31/2018.

Please see the instruction posted at <https://engineering.sjsu.edu/research/> to upload your supporting information and documents to the online database. Please add to data already in the online database, if the data is not there already. Please include in the summary below the claimed earned points for each achievement based on the CoE Guidelines document. The points are checked by the CoE AD Essam Marouf and approved/modified/disapproved in the online database.

The information below duplicates part of the information you provide online but is required to provide to the University as documentation of CoE faculty RSCA achievements. Future upgrades of the RTrack Web App may allow exporting the information for you to include here, minimizing duplication of effort.]

1. Grants

[List all PIs and Co-Is, grant title, funding agency, total amount, grant duration, F&A rate charged in grant budget, your agreed to share of the grant if multiple Co-Is, amount previously invoked for release time point credit, amount invoked for the year period 6/1/2019 to 5/31/2020. Please conclude each grant entry by the line: Claimed earned points for the year period above based on CoE RSCA guidelines = xx point(s).]

1. Reviewed Journal Publications

[ List title, authors, affiliation, SJSU student authors (if any), year published, journal name, volume, issue, and pages. Please conclude each entry by the line: Claimed earned points based on CoE RSCA guidelines = xx point(s).]

1. Reviewed Conference Publications

[List title, authors, affiliation, SJSU student authors (if any), year published, conference name, where held, days held, pages in conference proceedings. Please conclude each entry by the line: Claimed earned points based on CoE RSCA guidelines = xx point(s).]