CoHA FAQ for SJSU RSCA Assigned Time Program

**Basic Information about the Program**

Q: What is the RSCA Assigned Time Program?
A: The RSCA Assigned Time Program supports RSCA productivity by providing tenure-stream faculty with three weighted units of assigned time per semester for five years to engage in research, scholarship, and/or creative activity.

Q: How many faculty will receive assigned time during this cycle of the RSCA Assigned Time Program?
A: Most probationary faculty who apply will receive awards that carry them through their probationary periods. For tenured faculty, the number of supported faculty who are brought into the program each year will depend on budgetary and staffing considerations that are determined by the Provost.

Q: Can you tell us how many tenured faculty were successful in previous application cycles?
A: In the first cycle (faculty entering the program in 2018-2019), 10 out of 21 tenured applicants were accepted into the program. In the second cycle (faculty entering the program 2019-2020), 12 out of 14 tenured applicants were successful.

Q: What about future cycles?
A: We anticipate that each new cycle of the program will accommodate additional RSCA Productive faculty. However, given budgetary process and staffing implications, the overall number of faculty who will be supported by this Program in each successive cycle is still to be determined.

Q: How much release time will successful applicants receive?
A: One goal of the Program is for all RSCA Productive tenured and tenure-track faculty to have a maximum 18 WTU teaching load. We anticipate that successful applicants in CoHA will receive 3 WTUs of assigned time in their first year in the program followed by 6 WTUs of assigned time in each of the subsequent four years in the Program. Faculty can then reapply to the Program in their fifth year in the program.

Q: If a sabbatical or another form of extended leave is granted during the period of assigned time, will the assigned time extend accordingly?
A: No. At this time, assigned time will be for a maximum period of five years, regardless of other forms of extended leave sought by a faculty member.

**Eligibility Criteria**

Q: Who is eligible for the RSCA Assigned Time Program?
A: All full-time tenure-track or tenured faculty who are not already in the program. If you are curious about your status, please reach out to Jason Aleksander, jason.aleksander@sjsu.edu.

Q: If I do not apply to the RSCA Assigned Time Program the first time I am eligible, will I lose my eligibility?
A: No! You’re eligible every year as long as you meet the basic criteria for applying.

Q: I am a tenured faculty member. If I receive assigned time through this Program, what do I need to do to remain eligible to receive assigned time for the full five years?
A: Tenured faculty in the Assigned Time Program will report annually on their RSCA productivity. In addition to annual reporting, tenured faculty will undertake a more formal review in their third year in the program to demonstrate progress on their RSCA agendas. The Dean may rescind a RSCA Assigned Time award if there is insufficient evidence of RSCA productivity.

The annual reporting document is available on the College’s webpage for the RSCA Assigned Time Program.

Q: I am currently a probationary faculty member in my 2nd year. Should I apply for the award this Spring? Will I be competing for a limited number of awards against tenured faculty?
A: Faculty in their second year of service on the tenure-track should apply for this program. The awards for probationary faculty are not a limited competition. Each application is reviewed on its own merits rather than judged in competition against the applications of tenured faculty. If awarded, your release time would extend through the remainder of your probationary period, provided: (a) that you are retained at the end of any full dossier reviews required by your RTP processes; (b) that you report annually on your RSCA productivity; and (c) that you demonstrate you are making satisfactory progress toward your RSCA agenda.

Q: I’m in my 1st year on the tenure-track. May I apply “early” for the Assigned Time Program?
A: No. You already receive a reduced teaching load for your first four semesters and you are not eligible to receive a further reduction.

Q: If I am not going to be awarded a full five years in the program because I am mid-way through my probationary period, should I still discuss my five-year plan?
A: Yes.

Q: I currently receive .2 FTE of assigned time (3 WTU) per year to coordinate a concentration in my department. Am I eligible for this Program?
A: Faculty with service-related assigned time are eligible, but the RSCA Assigned Time Program only guarantees a maximum teaching load (18 WTUs per year). In some cases, faculty with significant service reassignments will need to discuss their specific situations with their department chairs and deans.
Q: I am a department chair or school director. I was not eligible for the first round of applications. Will I be eligible for this Program going forward?
A: Yes. Department chairs and school directors are eligible and will receive separate instructions regarding their options under this program.

Q: I am currently a full-time faculty member. If I receive a five-year RSCA reassignment award and begin the FERP program in two years, will I receive the RSCA adjustment while I’m in FERP?
A: No. Only full-time faculty members can participate in the RSCA Assigned Time Program. Once you begin the FERP program, you are no longer eligible.

Q: I am a long-term lecturer at SJSU. Can I apply to this program?
A: No, only tenured and tenure-track faculty are eligible at this time.

**CoHA Submission and Evaluation Process**

Q: Where/how do I submit my applications?
A: Please email your application materials to humanities-arts@sjsu.edu no later than 5:00pm PST on March 27, 2020, with a subject line identifying that you are submitting a RSCA Assigned Time application. Please save your application file as a PDF, Word Document, or Google Doc, with a file-name as follows: [Last Name]_RSCA_2020S. Please submit, as a separate document, a current CV with the file-name as follows: [Last Name]_CV_2020S.

Q: I did not receive a RSCA Assigned Time Award during the most recent cycle, and I’m not exactly sure how I can improve my application. What do you recommend?
A: You are encouraged to reach out to members of the RSCA Committee to ask for guidance or feedback on your applications. They can also answer any questions you still have about the application process.

In the meantime, please consider the following: The committee carefully weighs an applicant’s previous record of research and creative activity alongside the narrative for future productivity. The previous record of research will be worth 1/3 of the weight and the narrative for future productivity will be worth 2/3 in the overall evaluation of the strength of the application. The most competitive applications situate the value and impact of an applicant’s previous work in the context of their plans for future research and creative activity.

Some elements of a successful application include:
- A clearly articulated timeline
- A research or creative narrative accessible to evaluators who are not experts in your field
- A detailed list of RSCA productivity from the previous 5 years that situates the applicant’s work in relation to the CoHA metric.
- A current CV
- The faculty member’s unique ORCID #
Q: What is ORCID, and why do I need to supply an ORCID #?
A: An ORCID # is a unique identifier that can be associated with a research profile on the ORCID network. Like other sorts of public academic profiles, an ORCID profile can provide links to recent publications or publicity for creative activity, information about institutional and professional affiliations, contact information, etc.

The Office of Research and the Library will use ORCIDs to help catalog faculty RSCA activities. Therefore, all new and ongoing RSCA assigned time awards will be subject to agreeing to (1) provide an ORCID #, (2) accept institutional access to ORCID records, and (3) collaborate with the University Library on all publication verification processes. Although the options for identifying varieties of work in an ORCID profile are admittedly skewed toward reporting work products in STEM fields and traditional academic publishing, the purpose of adopting this system SJSU-wide is to help elevate our institution’s overall profile. Please refer to the Faculty RSCA Assigned Time Program Changes/Clarification for Cycle 3 document for an announcement and explanation of this policy.

Q: How do I obtain an ORCID? Is this a difficult process?
A: It is very easy to obtain an ORCID. Simply go to the website ORCID.org. Once you have an ORCID, you can begin building a profile on the ORCID website. You have control over which information is publicly available or private. If you would like help developing your profile, please contact SJSU Librarian Yen Tran at yen.tran@sjsu.edu.

To give you an idea for what an ORCID public profile looks like, here are links to some examples for Humanities and the Arts:

- Shannon Miller’s ORCID Profile
- Ryan Skinnell’s ORCID Profile
- Jason Aleksander’s ORCID Profile

Q: When will decisions be announced?
A: The deadlines for the Spring 2020 application cycle are:

- Application by faculty due: March 27, 2020 to Dean’s Office [refer to the first question in this section for details]
- Submission by College to Office of Research and Office of the Provost: April 24, 2020
- Final decisions will be announced not later than May 15, 2020
- Awards accepted (signed by DocuSign) by May 22, 2020

A process for appeals of dean’s decisions will be announced by the Office of the Provost.

Q: How will applications be evaluated?
A: The CoHA Research Committee will evaluate all tenured faculty applicants in two different categories: record of past productivity and agenda for future RSCA activities. These categories
will be weighted 1/3 and 2/3, respectively, in the overall evaluation of the strength of the application.

Using the CoHA RSCA Standards Rubric in conjunction with the CoHA RSCA Metrics, the Committee may Strongly Recommend, Recommend, or Not Recommend candidates, but will not otherwise rank candidates within these ranges. In general, applicants who are Strongly Recommended exceed RSCA Standards in at least the area of articulating a 5-year plan for future research while also at least meeting the standard for their 5-year record of prior productivity. The Research Committee’s recommendations are submitted to the Dean who makes the final decision.

Q: What is the CoHA RSCA Standards Rubric?
A: The CoHA RSCA Standards Rubric offers a broad working definition of current CoHA norms for RSCA productivity.

Q: So, then, what are CoHA RSCA Metrics?
A: CoHA RSCA Metrics define various sorts of RSCA productivity within the various fields of RSCA activity in CoHA. These Metrics reflect a general consensus about the kinds of outcomes that constitute RSCA activities across disciplines and departments in the College. These Metrics will be used in unit reports to Academic Affairs to help document faculty RSCA Productivity throughout the university.

Q: How will the CoHA RSCA Metrics and RSCA Standards Rubric be used in evaluating applications?
A: The CoHA RSCA Standards Rubric will be used in conjunction with the Metrics to evaluate the intended outcomes and anticipated impact of proposed RSCA productivity.

Q: Some faculty have expressed concerns that there will be an overlap between RTP Standards and the CoHA Metrics document. Will such an overlap occur?
A: The CoHA RSCA Metrics document has two specific purposes: (1) it is used in the RSCA Assigned Time Program evaluation process in the College; (2) it is used to document unit-level RSCA productivity on an ongoing basis. It is not utilized in RTP processes in the College. Departments and schools are free to adopt and/or adapt the Metrics as part of their departmental guidelines, but there are no other policies or processes that would authorize use of the Metrics in the context of RTP evaluations without Departments explicitly endorsing their use for these purposes.

Q: What role does the CoHA Research Committee’s judgement play in determining who gets assigned time?
A: The CoHA Research Committee rates applications holistically based on the metric, the rubric, and discussion amongst members of the committee. The Dean decides which applications get approved. The ratings may be: strongly recommend, recommend, recommend with reservations, or not recommend.
Q: What about second-year tenure-track faculty?
A: The Dean will evaluate all tenure-track faculty. It is expected that all tenure-track faculty making satisfactory progress toward tenure will receive RSCA reassignments through the end of their probationary periods. Although this means that the process for probationary faculty is not a limited competition, assigned time will only be awarded to tenure-track faculty making satisfactory progress on their RSCA agendas.

Q: What if I’m a member of the Research Committee?
A: Research Committee members may not take part in discussions involving their own applications. The Committee will divide the reviews of applications so that members are not asked to weigh in on the merits of their own proposals.

Q: I’ve carefully read through the FAQ twice, and I still have questions. What should I do?
A: Please contact your department’s representative to the CoHA Research Committee and/or Associate Dean Aleksander. Here is the relevant contact information for members of the committee:

Jason Aleksander, jason.aleksander@sjsu.edu
Kirsten Brandt, kirsten.brandt@sjsu.edu
Rebecca Chan, rebecca.s.chan@sjsu.edu
Heather Cooper, heather.cooper@sjsu.edu
Nisha Garud Patkar, nisha.garud@sjsu.edu
Sarah Jones, sarah.jones-hayes@sjsu.edu
Diane Lee, diane.lee@sjsu.edu
Ruby Ramirez, ruby.ramirez@sjsu.edu
Cynthia Rostankowski, cynthia.rostankowski@sjsu.edu
Adam Shiverdecker, adam.shiverdecker@sjsu.edu
Ryan Skinnell, ryan.skinnell@sjsu.edu (Committee Chair)
Julia Swan, julia.swan@sjsu.edu