

Faculty RSCA Assigned Time Program
Changes/Clarifications for Cycle 3: S20 Applications for AY 2020-21
Awards

- **Due Dates**

- Any changes to college metrics and/or selection processes should be posted publicly by February 28, 2020. The university requires all applications or annual reports to provide the faculty member's ORCID iD. (For information and to obtain an ORCID iD see orcid.org. If you need assistance, please contact Librarian Yen Tran at Yen.Tran@sjsu.edu.)
- Faculty applications and annual reports due to Dean's office by **March 27, 2020**
- Faculty applications and Dean's list of awards due to Office of the Provost and Office of Research by April 24, 2020
- Awards announced not later than May 15, 2020
- Awards accepted (signed by faculty via DocuSign) by May 22, 2020

- **Chair's Eligibility**

- Faculty Administrators (chairs, directors, faculty associate deans, etc.) are eligible for this program
- Faculty administrators with written approval from the Dean may accept this award in one or more of the following ways:
 - a. Assigned time to the faculty administrator reducing teaching load
 - b. Assigned time to another faculty member to take on a clearly defined portion of the faculty administrator's duties
 - c. A grant of funds, equivalent to the cost of the assigned time, for use in support of the faculty member's RSCA (but not for faculty salary)
 - d. A combination of a-c to be equitable while giving these faculty capacity to pursue their RSCA agendas.

- **Overload**

- No overload for regular session academic year teaching is allowed while accepting this award.
- Overload funded by extramural agencies for sponsored activity or teaching in special sessions may be allowed with written approval of the Dean. Must conform to SJSU, CSU, and sponsor/funder regulations.

- **Academic Year Accounting**

- Departments may distribute the assigned time awarded through this program unevenly in the two semesters. For example, if 6 WTU are awarded for the year, they could be allocated as 4 WTU in fall and 2 WTU in spring.
- Faculty who only serve one semester of the academic year (fall or spring) are awarded no more than 3 WTU for that semester.
- Roll over of the assigned time awarded to a college to another academic year is not permitted.

- **Award Eligibility and Amount**

To maintain eligibility, annual RSCA Metric Data – in college-specific format – must be submitted *annually*, accompanied by the individual ORCID iD. A formal review will occur after year three (e.g. for Cycle 1 Tenured awardees the formal review will take place with materials submitted in late March 2021). There are five categories of faculty awards in AY 2020-21.

- For AY 2020-21, faculty (both tenured and probationary until tenure decision) who received this award in Cycle 1 (award began in S19) or Cycle 2 (award beginning in F19) and continue to make adequate progress will continue their award with a maximum teaching load of 18 WTU (i.e. 6 WTU of RSCA assigned time for the year).
- Probationary faculty who receive a positive tenure decision in May 2020 and who submit a 5-year scholarly agenda that meets college standards for approval by March 27, 2020, will have a maximum teaching load of 18 WTU (6 WTU of RSCA assigned time) in 2020-21 and for each subsequent year of award.
- Tenured faculty who *first* received this award in Cycle 2 (award began in 2019-20) will have a maximum teaching load of 18 WTU (6 WTU of RSCA assigned time) in 2020-21 and for each subsequent year of award.
- Probationary faculty who are receiving this award for the first time in Cycle 3 (award begins in 2020-21) because of the expiration of their contractually awarded RSCA assigned time in S19 will have a maximum teaching load of 18 WTU in 2019-20 (6 WTU of assigned time) and in every subsequent academic year until their tenure decision.
- Tenured faculty who receive this award for the first time in Cycle 3 (for award beginning in 2020-21) will have a maximum teaching load of 21 WTU (3 WTU of assigned time) in 2020-21 and a maximum teaching load of 18 WTU (6 WTU of assigned time) in subsequent years for the duration of the 5-year award cycle, pending satisfactory progress on the scholarly agenda.

Important Dates

Cycle 1 award period: AY 2018-19 (with all awards starting in Spring 2019).

Cycle 2 award period: AY 2019-20.

Cycle 3 award period: AY 2020-21 with applications and reports due March 27, 2020 to College.

First formal review of Cycle 1 awards in March 2021.

Cycle during which award first received	Cycle start	2020-2021 WTU for Probationary faculty	2020-2021 WTU for faculty tenured before May 2020	2020-2021 WTU for faculty tenured in May 2020 with submitted and approved 5-year scholarly agenda
Cycle 1	AY 2018-19	18	18	
Cycle 2	AY 2019-20	18	18	
Cycle 3	AY 2020-21	18	21	18

Further guidance on Cycle 3 processes.

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 March 27, 2020, 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
- 5) ORCID iD

Selection of Awardees

The Dean will make the recommendation of which eligible faculty are to receive assigned time through the Faculty RSCA Assigned Time program. The Dean will determine the process, and may consider the components of the application packet holistically, but the recommendation 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. The Dean's recommendation list should be submitted to the Office of Provost and the Office of Research in the Division of Research and Innovation, along with *all* candidates' complete application packets, by April 24, 2020.

The decision of which eligible faculty will receive assigned time through the Faculty RSCA Assigned Time program will be made by the Vice President of Research and Innovation (VPRI) with consultation with the Provost, weighing the Dean's recommendations. The VPRI and Provost may, at their discretion, review the Dean's recommendations and process to assure that the selected faculty members' RSCA productivity meet university-wide standards.

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 application deadline, March 27, 2020. Colleges are expected to submit an annual report to the Office of Research for transmittal to the Provost and VPRI 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 Research.

All new and ongoing awards will be subject to the respective faculty member signature agreeing to:

1. Sign up for ORCID for proper cataloguing of their scholarly work products,
2. Accept institutional access to the ORCID record, and
3. Cooperate with the University Library on all publication verification processes.