# Cycle 3 RSCA Assigned Time
# 2019-2020

## Timeline

- April 10, 2020 Faculty Applications submitted via electronic submission to Associate Dean for Research and Faculty Success (Camille.johnson@sjsu.edu).
- May 1, 2020, Faculty Applications and Dean's list of awards due to the Office of the Provost and Office of Research
- May 8, 2020 Awards announced
- May 15, 2020 Awards accepted by faculty via Docusign
- May 22, 2020 Annual Reports submitted via electronic submission to Associate Dean for Research and Faculty Success (Camille.johnson@sjsu.edu).

## Eligibility

- Current Associate/Full professors (including chairs and directors) who did not receive the RSCA Assigned Time Award in Cycle 1 or Cycle 2.
- Faculty who meet the Minimum RSCA Activity Achievement levels:
    - One (1) item from List A;
    - One (1) item from List B;
    - Two (2) items from List C; **OR**
    - One (1) item from List C *and* four (4) from List D.

## Application Materials

### Front materials

- Completed coversheet
- Updated CV
- Completed RSCA Output Report for Applicants, including Tab 1 RSCA Output and Tab 3 Research Showcase. Wherever applicable in the output table, note the outputs supported by CoSS and University Assigned Time and summer salary awards. (50 pts)
- List of all RSCA Assigned Time awards and summer salary awards received from January 1, 2015 to March 15, 2020.  Do not list travel awards.

### RSCA Agenda

Provide an overview of your RSCA agenda for the next 5 years.  The proposal should be between 400-600 words.  The agenda will be evaluated by the Dean, Associate Dean for Academic Programs and Student Success, and the Associate Dean for Research and Faculty Success.

The agenda should be written so that non-experts can easily understand how you address each of the review criteria.

A. **Clarity of the proposal in describing goals, activities, and contribution to knowledge and scholarship in the discipline (25 points)**
- Effective proposals are written clearly and concisely.
- Effective proposals provide a brief overview of a faculty member's research interests and places those research interests in context. That is, how is the faculty member's RSCA going to address gaps in current knowledge or move their discipline forward?
- Effective proposals need not review information that is currently available on the faculty member's CV. That is, while faculty members may be extending current research, the proposal should be future-focused.

B. **Anticipated RSCA Outputs & Timeline (17 points)**
- Effective proposals describe the specific activities that a faculty member will complete in order to meet their goals and the RSCA outputs that would be expected. For example, faculty members may describe how, across 5 years they expect to give conference presentations, complete chapters, submit journal articles, or seek external grant funding.
- Effective proposals demonstrate how outputs align with the RSCA agenda, the anticipated impact of the outputs, and feasibility of timeline.
- Where appropriate, effective proposals may connect prior RSCA output to RSCA funding received from the University or College as evidence of feasibility of proposed activities.

C. **Benefits of RSCA Agenda to Students (8 points)**
- Effective proposals describe how students could benefit from the faculty member's RSCA activity. Example benefits include: bringing research to the classroom; involving students in RSCA projects; conducting research on student learning; and expanding the scholarly field to benefit students in the long run. Proposals will be evaluated based on the quality of the RSCA benefits, not on the quantity of RSCA benefits.

## RSCA Output Report
- Complete Tab 1 RSCA Output and Tab 3 Research Showcase of the RSCA Output Report for Applicants.
- Faculty may add rows as needed for clarity in describing output.
- RSCA Output **must have been accepted** for publication/performance/installation and evidence of acceptance/publication/performance/installation must be provided. Conditional acceptances will not count.
- Scholarly **books must be in-press** and confirmed by a letter from the publisher.
- All applicants must provide an ORCiD, accept institutional access to your ORCiD record, and cooperate with the library on all publication verification processes.

# APPENDIX A: Evaluation Process

## RSCA Output Scores

RSCA Output scores (RO) as submitted and verified on the RSCA Output form will be calculated using the following point values. The weighting of output categories is the same as that used for the awards in spring 2019:

|  | Category of Output | | | |
| --- | --- | --- | --- | --- |
| **DETAILED DESCRIPTION** | **A** | **B** | **C** | **D** |
| RSCA output on which the faculty member is not the principal author or equal co-author, including grants on which a faculty member is not a PI | 16 | 12 | 4 | 1 |
| RSCA output with multiple authors, for which the faculty member served as the principal author or equal co-author | 24 | 18 | 6 | 1.5 |
| Single-author RSCA output points | 32 | 24 | 12 | 2 |
| Sole PI grant/contract points |  |  | 16 | 4 |
| Multiple PI grant/contract on which a faculty member is a PI lead or Co-PI |  |  | 8 | 2 |
| Multiple PI grant/contract on which a faculty member is an investigator |  |  | 6 | 3 |

*Example:*

> Multi-author book chapter, faculty member is principal author
> - Category C, 6 points
>
> Documentary less than 30 minutes, faculty member is sole director
> - Category C, 12 points

## Weighted RSCA Output Scores

Applicant RSCA Output scores will be calculated as the sum of A, B, C, and D points. D points are limited to 25% of the total score.

Weighted RSCA Output (WRO) scores will be calculated such that the highest RO score is assigned a WRO of 50.

Example:

- Highest score RO is 22 points.
- $22w = 50$
- $w = 2.25$
- WRO = RO($w$)

*RSCA Assigned Time Ranking*

Applications will be ranked according to the sum of the RSCA Agenda score and Weighted RSCA Output score.

# APPENDIX B: RSCA Lists

## LIST A

- Scholarly Books (not edited)

## LIST B

- Documentary equal or longer than 30 minutes as a director or as a director/producer. Documentary should have undergone some vetting process (e.g. adopted in classes, bought by libraries, aired on TV, reviewed in journals, etc.)
- Performance equal to or longer than 75 minutes as author / playwright (new or major revisions). Performance should be produced by a premiere venue (i.e., LORT theatre or equivalent) and be peer reviewed and/or reviewed by a major media publication.
- Performance equal to or longer than 75 minutes as author / playwright
- (remounts). Performance should be produced by a premiere venue (i.e., LORT theatre or equivalent) and be peer reviewed and/or reviewed by a major media publication.

## LIST C

- Scholarly Books (edited)
- Hand/Trade/Text Books
- Book Chapters
- Journal Articles (in peer-reviewed academic journals)
- Conference Proceedings (full paper)
- Review Articles/Literature Review Articles/State of the Field Review Articles
- Peer-reviewed Invited Articles and Essays
- Critically- or Peer-reviewed Research Reports, White Papers, Technical Papers, and Cases
- Critically- or Peer-reviewed Performances (new or major revisions): Performance with a sole or leading role (e.g. director or playwright)
- Critically- or Peer-reviewed Performances (new or major revisions): Performance as a dramaturg or performer
- Peer- or Critically-reviewed Performance Remounts: Performance with a sole or leading role (e.g. director or playwright)
- Peer- or Critically-reviewed Performance Remounts: Performance as a dramaturg or performer
- Peer- or Critically-reviewed published plays
- Documentary less than 30 minutes long as director or as director/producer. Documentary should have undergone some vetting process (e.g. adopted in classes, bought by libraries, aired on TV, reviewed in journals, etc.)
- Exhibitions: Peer- or critically-reviewed
- External RSCA Grants & Contracts equal or larger than $5,000

## List D

- Encyclopedia Entries
- Book reviews
- National and International Conference Presentations*
- Regional Conference Presentations*
- Presentations of Research to Community Partners and other Clients*

- Presentations of Professional Practice to Community Partners and other Clients*
- Other Invited RSCA Talks* (does not include talks within SJSU that are given to students in a class or to the applicant's department faculty and/or students)
- Critically- or Peer-reviewed Performances (new or major revisions): Performance with a major consulting role (e.g. production consultant, script consultant, or cultural consultant)
- Peer- or Critically-reviewed Performance Remount: Performance with a major consulting role (e.g., production consultant, script consultant, or cultural consultant)
- Other Peer- or Critically-reviewed RSCA Outputs (e.g., podcasts, streaming, YouTube videos, apps, and installations; poetry, novels, manga, and cartoons; paintings, musical compositions, sculptures, and mixed-media collages)
- External RSCA Grants & Contracts smaller than $5,000
- Internal RSCA Grants & Contracts (not including sabbatical leave, difference-in-pay leave and professional leave)

*each output should have distinct content. For example, multiple conference presentations with same or very similar content should be counted one time only.

# APPENDIX C: Award procedures

## Award guidelines

- Approximately 10% of Associate and Full Professors will be awarded 3 WTUs of assigned time for RSCA activities beginning in fall 2020.  The award period will be fall 2020 – spring 2025.
- In order to retain eligibility, all awardees must submit an annual report of RSCA output each year. Failure to submit the report will result in suspension of the award.
- Probationary faculty who anticipate receiving a positive tenure decision in June 2020 will need to submit a 5-year scholarly agenda and their ORCID on March 27, 2020.  Upon approval of the scholarly agenda, they will receive the award in Cycle 3 and have a maximum teaching load of 18 WTU beginning in 2020-21 through 2024-2025.
- Probationary faculty who are receiving this award in Cycle 3, because of the expiration of their contractually awarded RSCA assigned time, will have a maximum teaching load of 18 WTU beginning in 2020-21 and in every subsequent academic year until their tenure decision.

## Award Cycles and Important Dates

- Cycle 1 award period:  AY 2018-19 (with all awards starting in Spring 2019) and annual reports due March 27, 2020 to College. First formal review of Cycle 1 awards in March 2021.
- Cycle 2 award period:  Beginning AY 2019-2020, with 3 WTUs and annual reports due March 27, 2020 to College.
- Cycle 3 award period:  Beginning AY 2020-21 with applications due March 27, 2020 to College.

| 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 |

## Overload

- No overload for <u>regular session</u> 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 <u>with the written approval of the Dean</u>. It must conform to SJSU, CSU, and sponsor/funder regulations.

## Assessment of Progress

- RSCA agenda process will be assessed in the third year of the award.  Annual reports will comprise part of the review process and may include extramural validation of the quality of the RSCA products.  If there is not adequate progress or adequate productivity according to the CoSS RSCA metric, the Dean may recommend to the Provost that the RSCA Assigned Time award be rescinded.

## 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.
- If a faculty administrator receives this award but is unable to accept assigned time, it may be configured such that the faculty administrator receives support for RSCA.  This may include delegation of duties to another faculty member who received assigned time for those duties, assigned time in place of teaching responsibilities, a RSCA grant for direct RSCA costs equivalent to the cost of the assigned time (e.g. student assistants, travel), or some combination of the above. Any financial award through this program may not be taken as salary by the faculty administrator.  Approval for this configuration must be made prior to submission of the application.
- Department chairs will receive information about applications for this program, but approval from chairs is not required.

# RSCA Assigned Time
# 2020-2025

# Cover page
# Submission Checklist

Name:

Rank:

Department:

Date of Appointment to the University:

ORCiD: