SJSU **SAN JOSÉ STATE UNIVERSITY**

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To: Tenured and Tenure-Track faculty
From: Walt Jacobs, Dean
Re: Faculty RSCA Assigned Time Program
Date: February 22, 2019

Deadline: March 28, 2019, 5:00 pm

The Faculty RSCA Assigned Time Program was launched last semester to expand and enhance research, scholarly, and creative activity at San José State University. In the first stage of a multi-year phase-in, all eligible tenure-track faculty in the third to the sixth year of their probationary period and 15% of all associate and full professors were awarded 3 WTU RSCA assigned time for assigned time for RSCA in the Spring 2019 semester. Assistant professors in the first or second year are receiving 3 WTU assigned time for RSCA in the Spring 2019 per the CBA contract. Awarded tenured faculty will continue to received 3 WTU assigned time for RSCA per semester through Spring 2023, given annual submission of RSCA outputs and a positive third year review of their RSCA agenda. Assistant professors will receive 3 WTU assigned time for RSCA per semester throughout the probationary period (also given annual submission of RSCA outputs), and then will be invited to apply for assigned time as tenured faculty.

In this round, an additional 20% (approximately) of all associate and full professors will be awarded 3 WTU assigned time in AY 2019-2020, followed by 6 WTUs of assigned time in AYs 2020-21 through 2023-2024.

Many thanks to members of the CoSS RSCA Advisory Committee, who worked hard to produce the "CoSS RSCA Productivity Showcase" that forms the basis for determining eligibility to participate in the program. Due to the speed of program deployment last semester we did not have time for additional extensive discussion of the role of the Showcase during the first year of the program, but the process and results of the first year implementation were reviewed and adjustments have been made for this round. For example, categories of RSCA outputs have been increased from three to four with scholarly books as their own category, and longer performances as author/playwright produced by a premier venue are weighted equal to long documentaries.

See Step 1 on the next page for application requirements, and Steps 2 and 3 and the notes section for the application review and award processes. Please email your application materials to Associate Dean of Research, Shishir Mathur (shishir.mathur@sjsu.edu) by 5:00 pm on March 28, 2019. Feel free to also email Shishir with questions about the award process.

Sincerely,

Walter R. Jacobs
Dean, College of Social Sciences

SJSU Faculty RSCA Assigned Time Program for College of Social Sciences Faculty

Step 1:
Current Associate/Full Professors who did not receive the RSCA Assigned Time Award in the first round and all assistant professors who are currently in the second year of a probationary appointment should apply now. The applicants are invited to provide the following materials by March 28, 2019 (please note that all applicants need to meet the criteria for minimum RSCA Activity; see Appendix A to determine your eligibility):

a) Cover Sheet – including name, rank, department, college, and date of appointment to the University.
b) A 400-600 word proposal in lay-person language that provides an overview of your RSCA agenda for the next five (5) years. The proposal should include:
   i. Description of the proposed scholarly agenda, including goals and activities. Evaluation criteria: a) clarity of the proposal, and b) contribution to knowledge and scholarship in the discipline. 25 points.
   ii. Anticipated RSCA outputs with timeline (Examples: journal articles or books, conference presentations, other peer reviewed scholarly or creative outcomes, and external grant funding). Evaluation criteria: a) how outputs align with the RSCA agenda, b) where relevant to agenda, how outputs may have other impacts; and c) feasibility. 17 points.
   iii. Description of how the RSCA agenda benefits students. Benefits could accrue from the following, among others: by bringing research into the classroom; by involving students in RSCA projects; by conducting research on student learning; and by expanding the scholarly field which benefits students in the long run. Evaluation criteria: Quality of the description (not the number of ways the RSCA agenda benefits students). 8 points.
   Please note that all the three sections combined should not exceed the 600-word limit. Also, please provide an overview of your RSCA agenda for the next five years even if you are a probationary faculty likely to come up for tenure before that.
c) Filled RSCA Output Table (see Appendix B). Evaluation criterion: record of RSCA success. *Additional criterion for Associate and Full Professors*: Wherever applicable in the output table, note the work supported by college and university assigned time and summer salary awards—among others, this information and sections d) and e) will be used to assess the feasibility of section b-ii of the RSCA agenda. 50 points.
d) An updated CV; and
e) A list of all the RSCA assigned time awards and the summer salary awards in support of RSCA received during the period January 01, 2014 to March 15, 2019 from the college and the University (henceforth called RSCA support). Please do not list other RSCA awards such as travel awards.

Step 2:
The Dean's Office will verify: a) RSCA citations; b) receipt of the CV; c) the list of assigned time/summer salary awards; and d) minimum RSCA activity achievement.

Step 3:
All Assistant Professors who have provided a complete application and meet the criteria for minimum RSCA activity will be granted 3 WTUs of assigned time for RSCA activities each

semester through the end of their probationary periods. The awardee's 15 WTU/semester workload will be composed of maximum 9 WTUs for class instruction, 3 WTUs for RSCA activity, and 3 WTUs for service.

Step 4:

Approximately 20% of Associate and Full Professors will be awarded 3 WTUs of assigned time for RSCA activities for AY 2019-2020 and each semester from Fall 2020 through Spring 2024. The awardee's 15 WTU/semester workload will be composed of maximum 9 WTUs for class instruction, 3 WTUs for RSCA activity, and 3 WTUs for service.

The Dean, Associate Dean, and Associate Dean of Research will holistically review the applications. Awards will be based on:
  a) the record of RSCA success during the period January 1, 2014 to March 15, 2019 (50 points), and
  b) the strength of the proposed RSCA agenda (50 points).

To assess the record of RSCA success, RSCA output in the List A of Appendix A will be weighted 1.33 times the outputs in the List B, four times the outputs in the List C and sixteen times the outputs in the List D. The List B outputs will be weighted three times the List C outputs and twelve times the List D outputs. The List C outputs will be weighted four times the List D outputs. Single-authored RSCA outputs will be weighted two times the multi-authored outputs where the applicant is not a principal author or an equal co-author. Outputs as a principal author or an equal co-author will be weighted 1.5 times other multi-authored outputs. Grants/contracts as sole investigator will be weighted two times the grants/contracts as an investigator on a multi-member grant and four times the grants/contracts as a consultant. Grants/contracts as a PI/lead or a Co-PI will be weighted 1.5 times the grants/contracts as an investigator on a multi-member grant.

NOTES
  1) In the Spring 2020 semester additional awards will be made for a Fall 2020 semester start; these awards and all subsequent awards will be for a 5-year period for tenured faculty and for the remainder of one's probationary period for assistant professors. Faculty who do not receive Fall 2019 awards can apply for Fall 2020 awards.
  2) Each awardee will receive 3 WTUs for RSCA during the first year of the award, and 6 WTUs for RSCA during each subsequent year. In year 1, then, the awardee's 30 WTU/year workload will be composed of a maximum of 21 WTUs for class instruction, 3 WTUs for RSCA activity, and 6 WTUs for service. Beginning in year 2 the awardee's 30 WTU/year workload will be composed of a maximum of 18 WTUs for class instruction, 6 WTUs for RSCA activity, and 6 WTUs for service.
  3) Applications are due **March 28, 2019** to Associate Dean of Research Shishir Mathur (emailed to shishir.mathur@sjsu.edu).
  4) Total contribution of List D outputs would be limited to 25% of the total score on the record of RSCA success.
  5) A RSCA output should have been accepted for publication/performance/ installation. Provide evidence of acceptance, such as an acceptance email from the journal's editor or editorial staff. Conditional accepts and manuscripts under revision would not count. Accepted presentations at conferences or at other venues would not count.
  6) A book must be in press. A letter from the publisher should confirm the book's "in-press" status and that all reviewers' comments have been successfully addressed.

7) RSCA output data must be submitted by all awardees annually to retain eligibility throughout the award period.

8) All approved projects will be reviewed during the third year to verify that the awardee's RSCA agenda is on track. The methodology for the formal review is still TBD, but will be transparent and based on an assessment of progress toward the RSCA agenda submitted with the application and the RSCA metric data submitted annually. The review will contain an element of field-appropriate extramural validation of the quality of the RSCA products. In most cases the outcome of the formal review will be that there is no change in the award. If, however, there has not been adequate progress on the RSCA agenda nor adequate productivity according to the college-specific RSCA metric, then the Dean may recommend to the Provost that the remaining years of the Faculty RSCA Assigned Time award be rescinded. There will be an appeals process before a final determination is made.

9) While in year 1 of this program faculty administrators (i.e. department chairs, program directors, and associate deans) were not eligible, these faculty *are* eligible in the current and future cycles. However, not all faculty administrators have the ability to accept assigned time. If a faculty administrator does receive this RSCA award, it may be configured in a variety of ways that could include the following: a) A faculty administrator who is teaching, could accept the award as assigned time in place of some or all of the teaching up to the awarded amount; b) A faculty administrator could delegate a portion of his/her administrative duties to another faculty member who would receive the assigned time equivalent to the faculty administrator's university RSCA program award to carry out these administrative duties; c) A faculty administrator could accept the university RSCA award as a grant equivalent to the cost of the assigned time. The funds for this grant would be held in an account to be used at the faculty administrator's discretion, provided that it is in direct support of his/her RSCA activities (operating expenses, student assistants, travel, instrumentation, etc.). Any financial award through this program may *not* be taken as salary by the faculty administrator. A faculty administrator wishing to apply to this program should discuss the proposal for how the award would be configured, if awarded, with the Dean prior to submission of the application. The Dean has the responsibility for approving any such proposal and the written approval should be submitted with the application.

10) Department Chairs will be provided a list of all applicants from their department for informational purposes. The applicants do not have to obtain their Department Chair's approval to apply for this Program.

CoSS RSCA Assigned Time Program—Fall 2019 to Spring 2024

<u>COVER SHEET</u>

Name:

Rank (Assistant/Associate/Full Professor):

Department:

College: College of Social Sciences

Date of appointment to the University (Month/Year):

Appendix A
Criteria for Minimum RSCA Activity

During the period January 1, 2014 to March 15, 2019, any ONE from the following list (List A):
1. Scholarly Books (not edited)

Or

During the period January 1, 2014 to Mach 15, 2019, any ONE from the following list (List B):

1. 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.)
2. 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.
3. 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.

Or

During the period January 1, 2014 to March 15, 2019, any TWO from the following list (List C):
1. Scholarly Books (edited)
2. Hand/Trade/Text Books
3. Book Chapters
4. Journal Articles (in peer-reviewed academic journals)
5. Conference Proceedings (full paper)
6. Review Articles/Literature Review Articles/State of the Field Review Articles
7. Peer-reviewed Invited Articles and Essays
8. Critically- or Peer-reviewed Research Reports, White Papers, Technical Papers, and Cases
9. Critically- or Peer-reviewed Performances (new or major revisions): Performance with a sole or leading role (e.g. director or playwright)
10. Critically- or Peer-reviewed Performances (new or major revisions): Performance as a dramaturg or performer
11. Peer- or Critically-reviewed Performance Remounts: Performance with a sole or leading role (e.g. director or playwright)
12. Peer- or Critically-reviewed Performance Remounts: Performance as a dramaturg or performer
13. Peer- or Critically-reviewed published plays
14. 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.)
15. Exhibitions: Peer- or critically-reviewed
16. External RSCA Grants & Contracts equal or larger than $5,000

Or

During the period January 1, 2014 to March 15, 2019, any ONE from the List C and any FOUR from the following list (List D):
1. Encyclopedia Entries
2. Book reviews
3. National and International Conference Presentations*
4. Regional Conference Presentations*
5. Presentations of Research to Community Partners and other Clients*
6. Presentations of Professional Practice to Community Partners and other Clients*
7. 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)
8. Critically- or Peer-reviewed Performances (new or major revisions): Performance with a major consulting role (e.g. production consultant, script consultant, or cultural consultant)
9. Peer- or Critically-reviewed Performance Remount: Performance with a major consulting role (e.g., production consultant, script consultant, or cultural consultant)
10. 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)
11. External RSCA Grants & Contracts smaller than $5,000
12. Internal RSCA Grants & Contracts (not including sabbatical leave, difference-in-pay leave and professional leave)

Note: for RSCA outputs marked "*", each output should have distinct content. For example, multiple conference presentations with same or very similar content should be counted one time only.

Appendix B
RSCA Output Table