

**COLLEGE OF LIBERAL ARTS POLICY AND PROCEDURES
FOR RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITY AWARDS**

V. 2.7

Approved by CLA Faculty Council 10/9/13, Signed by Dean: 10/17/13

This policy structures committees that will decide on awards for reassigned time for Research and Creative Activities (RSCA), Mini-grants, and Summer Stipends (MGSS); enables workload equalization between decision panels; conserves the scarce resource of available faculty committee service time in the College of Liberal Arts (CLA); and identifies eligibility and application procedures for the various RSCA awards.

1.0 RSCA Committee and MGSS Sub-committee

1.1 RSCA Committee. The RSCA committee will determine procedures for handling, reviewing, and ranking CLA RSCA reassigned time applications.

1.1.1 The RSCA committee will have nine members and two alternates elected by the tenured/tenure track faculty of the CLA.

1.1.2 Members of the committee must be full-time, tenured faculty with either associate or full professor rank.

1.1.3 No more than two members from any one department or program can serve on the RSCA committee.

1.1.4 Elected members of this committee may apply for MGSS awards if they do not serve on the MGSS Sub-committee.

1.2 MGSS Sub-Committee. The MGSS sub-committee will determine procedures for handling, reviewing, and ranking CLA MGSS applications. The decision process for these applications will be the sole preserve of the MGSS sub-committee in the CLA.

1.2.1 The MGSS sub-committee will have at least three members and one alternate elected by the members of the RSCA committee.

1.2.2 Members of the sub-committee must be full-time, tenured faculty with either associate or full professor rank.

1.2.3 No more than one person from any department or program can serve on the MGSS sub-committee.

1.2.4 Members of this committee may *not* apply for MGSS awards.

1.3 Organizing the RSCA Committee. The RSCA committee will function as an umbrella committee to coordinate the application process for reassigned time and MGSS grants. It will elect, at its first meeting, three members to

39 constitute the MGSS sub-committee in years when MGSS funds are
40 available.

41 1.3.1 The chair of the RSCA committee shall be elected by its members.

42 1.3.2 Members of the committee will be constituted into three review
43 panels. RSCA committee members will constitute two panels.
44 Members from the MGSS sub-committee will form a third review
45 panel. This last panel will take up a portion of the RSCA review
46 work adjusted for the number of MGSS applications considered.

47 1.3.3 No review panel shall have more than one faculty member from
48 any department or program.

49 1.3.4 Members of the RSCA committee or MGSS sub-committee *may*
50 apply for RSCA awards, but *may not* sit on the review panel that
51 ranks their application.

52 1.3.5 Members of the RSCA committee or MGSS sub-committee *may*
53 *not* sit on the panel that reviews any applications from a co-
54 author, spouse, domestic partner, child, relative, or “significant
55 other” of the member.

56 1.3.6 The chair of the RSCA committee will coordinate the assignment
57 of applications to review panels and the normalization of scores
58 for all RSCA applications, and will have other duties assigned as
59 appropriate to a chair.

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61 2.0 Award Eligibility

62 2.1 Tenure/tenure track and fulltime lecturers:

63 2.1.1 CLA tenured/tenure track faculty and full-time lecturers may
64 apply for an MGSS award or for a RSCA award, but *not both* in the
65 same year.

66 2.1.2 CLA tenure track faculty may apply for MGSS or RSCA awards for
67 years after the expiration of their new faculty reassigned time.
68 (Cf. AS Policy 11-08, para. 2.0)

69 2.1.3 Faculty with 12-month appointments may not apply for summer
70 stipends.

71 2.1.4 Faculty with research support through other internal or external
72 sources are eligible to apply for MGSS or RSCA awards for years
73 after the expiration of new faculty reassigned time.

74 2.2 Members of the MGSS and RSCA committees are restricted from awards as
75 in sec. 1.0.

76

77 **3.0 Award Application**

78 3.1 Faculty are encouraged to apply for support for their research, scholarship
79 and creative activities. There are two distinct internal award programs
80 giving three types of awards at CSULB: Research, Scholarship and Creative
81 Activity (RSCA) awards for assigned time and Mini-Grant/Summer Stipend
82 (MGSS) awards. Faculty may apply for only one of these three awards per
83 application cycle.

84 **3.2 Activities Supported**

85 3.2.1 The following activities are eligible for all RSCA/MGSS Awards:

86 3.2.1.1 Basic Research

87 3.2.1.2 Applied Research

88 3.2.1.3 Creative Activities

89 3.2.2 The following activities are ineligible for any RSCA/MGSS Awards:

90 3.2.2.1 Curricular development or improvement

91 3.2.2.2 Department or college programs or facilities

92 3.2.2.3 Completion of requirements for an advanced degree

93 3.2.2.4 Community service

94 **3.3 Types of Awards**

95 3.3.1 Reassigned Time Awards. Each award will be equal to three units
96 of assigned time for one semester in one year.

97 **3.4 Mini-Grants**

98 3.4.1 The Academic Senate policy states: "Mini-Grants provide the
99 faculty with funds for student assistance, bibliographic research,
100 travel, supplies, minor equipment, and computer time to test
101 promising ideas and obtain preliminary results leading to the
102 application for external support. At present, Mini-Grant budgets
103 are limited to a maximum of \$5,000. Mini-Grant funds must be
104 expended by the end of the next academic year. Mini-Grants are
105 "seed money," and, therefore, acceptance of a Mini-Grant
106 requires that the application for external funding based on the
107 proposal be submitted within two years of the date of the award.
108 All awardees must file a Report of Work Accomplished for
109 activities conducted under the award."

110 **3.5 Summer Stipend Award**

111 3.5.1 The Academic Senate policy states: "A Summer Stipend Award
112 provides faculty with financial support during the summer months
113 for scholarly or creative activities. A Summer Stipend Award is
114 equal to one-month salary for three WTUs at the University's

115 standard “vacant rate” prevailing at the time of application. This
116 award is subject to federal and state income tax. Summer Stipend
117 applicants must have 30 consecutive days available in the summer
118 following application when they do not have additional
119 employment in the CSU or an auxiliary. All awardees must file a
120 Report of Work Accomplished for activities conducted under the
121 award.”

122 4.0 Evaluation Criteria

123 4.1 In establishing its rankings, the RSCA Awards committee will take into
124 account the merit of the proposed work, the applicant’s track
125 record/productivity as the result of prior awards, and the resources the
126 applicant has and will have to accomplish her/his scholarly and creative
127 work. Awards shall be based primarily on the quality of the proposed
128 research or creative activity as manifested in the proposal. Proposals are
129 expected to be clear to reviewers outside the discipline. Criteria include:

- 130 4.1.1 Significance of the research, scholarship, or creative activity;
- 131 4.1.2 Extent to which the methodology is appropriate to the stated
132 purpose;
- 133 4.1.3 Likelihood that the work proposed will be completed within the
134 timeline;
- 135 4.1.4 Extent to which the project will promote the faculty member’s
136 scholarly or creative development, direction, or purpose;
- 137 4.1.5 Probability that the project will lead to peer-reviewed publication,
138 exhibitions, or external grant proposals; and
- 139 4.1.6 Extent to which the project benefits the university mission.

140 4.2 RSCA and MGSS Awards Application

- 141 4.2.1 The application form for the RSCA and MGSS awards shall be
142 made available through the CLA website.
- 143 4.2.2 Applicants should bear in mind that MGSS proposals are read and
144 evaluated by the CLA MGSS sub-committee, the College Dean,
145 and the University MGSS committee. As such, proposals should be
146 written so that they are accessible to faculty from diverse
147 disciplines across the University.
- 148 4.2.3 For MGSS awards, a total of FIVE (5) copies of the application are
149 required, one copy is retained by the Department and the other
150 four copies including the completed College MGSS Committee and
151 College Dean evaluation pages are delivered to the Office of
152 Research and Sponsored Programs. Do not submit blank pages.

153 4.2.4 Reports of Work Accomplished for previous RSCA awards should
154 *not* be forwarded with the Application, but summarized in the
155 application. Send Reports of Work Accomplished directly to the
156 Office of Research and Sponsored Programs.

157 4.2.5 The application should be prepared using 12-point type and one-
158 inch margins.

159 4.3 Application Clusters for MGSS

160 4.3.1 Applications for MGSS are reviewed in "clusters" at the University
161 level.

162 4.3.1.1 Cluster A: Basic or Applied Research in natural sciences,
163 engineering or mathematics.

164 4.3.1.2 Cluster B1: Applied Research in business administration,
165 health, human services, education, public administration,
166 or library scholarship.

167 4.3.1.3 Cluster B2: Basic Research in humanities, social sciences,
168 fine arts scholarship.

169 4.3.1.4 Cluster C: Creative Activity in fine arts and creative writing

170 4.4 Application Domains

171 4.4.1 Applications must address the following domains:

172 4.4.2 Information about applicant, including but not limited to name,
173 title, rank, and title of proposal.

174 4.4.3 Proposal text.

175 4.4.4 Faculty history covering the last five years, including

176 4.4.4.1 a list of all recent publications and presentations,

177 4.4.4.2 a list of sources of workload assigned time for the last four
178 years with a description of duties or activities supported
179 by this assigned time,

180 4.4.4.3 a list of any other sources of support for the project
181 including external support available to the project at the
182 time of application.

183 4.4.4.4 The "last five years" consist of the academic year in which
184 the proposal is submitted (including forthcoming work in
185 that year) and the prior four academic years.

186 4.4.5 For Mini-Grants, the proposed Mini-Grant budget.

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188 5.0 RSCA Committee and MGSS Sub-committee Decisions

189 5.1 Each panel (formed as in 1.3 above) evaluates a set of proposals.

- 190 5.1.1 Panel members shall not see the proposals of other panels except
191 when required for the resolution of ties (see 5.1.8).
- 192 5.1.2 Panel members' own proposals (or other proposals that could
193 represent conflict of interest--such as a partner's, spouse's or co-
194 author's) are allocated to other panels.
- 195 5.1.3 Individual reviewers submit their scores to CLA Dean's office
196 staff, who will remove reviewer identities. Those scores will then
197 be normalized by the RSCA committee chair.
- 198 5.1.4 A ranked ordering is produced for each panel's scores.
- 199 5.1.5 The panel shall meet to discuss and resolve ties as necessary.
- 200 5.1.6 Final scores are sent to the RSCA committee chair, who compiles
201 a master ranking.
- 202 5.1.7 The master ranking will be distributed to all members of the RSCA
203 committee.
- 204 5.1.8 The committee shall meet to discuss and resolve ties on the
205 master ranking as necessary. Committee members whose
206 proposals are under discussion, or have conflicts of interest
207 identified in 1.3.5 shall be recused from this discussion.
- 208 5.1.9 The RSCA committee panels and MGSS sub-committee shall
209 produce a written comment for each proposal specifying its
210 strengths and weaknesses.
- 211 5.2 Forfeited awards
- 212 5.2.1 Awards that are forfeited for any reason should be given to the
213 next eligible person identified by CLA RSCA committee rankings in
214 the current, ranked applicant pool at the time of forfeiture.
215 Similarly, if any additional monies are added to the pool of
216 resources at any time, any additional awards should be given to
217 the next eligible person identified by the CLA RSCA committee
218 rankings. The Dean's office will communicate these actions to the
219 Chair of the CLA RSCA committee.
- 220 5.2.2 Awards that are forfeited later than December of the academic
221 year of intended implementation will be put into the following
222 competition year's pool.
- 223 5.3 Award Decisions
- 224 5.3.1 The final decision on reassigned time awards shall rest with the
225 Dean of CLA. Normally, the Dean's decisions will follow the RSCA
226 committee's rankings. The Dean will report to the RSCA
227 committee any change, and, at his or her discretion, a rationale

228 for the change. The final decision on MGSS awards rests with the
229 University MGSS committee.

230 5.3.2 Decisions are final. There is no appeals process.

231 5.3.3. Applicants are encouraged to review the committee's comments
232 concerning the strengths and weaknesses of their proposals.

233 | 5.3.4. The list of RSCA and MGSS awardees and the project titles will be
234 posted on the CLA website.