# 1 California State University, Long Beach CLA Policy Statement 13-­‐01

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# 3 COLLEGE OF LIBERAL ARTS POLICY AND PROCEDURES

4 **FOR RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITY AWARDS**

5 **V. 2.7**

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

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

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# 1.0 RSCA Committee and MGSS Sub-­‐committee

1. **1.1 RSCA Committee.** The RSCA committee will determine procedures for
2. handling, reviewing, and ranking CLA RSCA reassigned time applications.
3. 1.1.1 The RSCA committee will have nine members and two alternates
4. elected by the tenured/tenure track faculty of the CLA.
5. 1.1.2 Members of the committee must be full-­‐time, tenured faculty
6. with either associate or full professor rank.
7. 1.1.3 No more than two members from any one department or
8. program can serve on the RSCA committee.
9. 1.1.4 Elected members of this committee may apply for MGSS awards if
10. they do not serve on the MGSS Sub-­‐committee.
11. **1.2 MGSS Sub-­‐Committee.** The MGSS sub-­‐committee will determine
12. procedures for handling, reviewing, and ranking CLA MGSS applications.
13. The decision process for these applications will be the sole preserve of the
14. MGSS sub-­‐committee in the CLA.
15. 1.2.1 The MGSS sub-­‐committee will have at least three members and
16. one alternate elected by the members of the RSCA committee.
17. 1.2.2 Members of the sub-­‐committee must be full-­‐time, tenured faculty
18. with either associate or full professor rank.
19. 1.2.3 No more than one person from any department or program can
20. serve on the MGSS sub-­‐committee.
21. 1.2.4 Members of this committee may *not* apply for MGSS awards.
22. **1.3 Organizing the RSCA Committee.** The RSCA committee will function as an
23. umbrella committee to coordinate the application process for reassigned
24. time and MGSS grants. It will elect, at its first meeting, three members to
25. constitute the MGSS sub-­‐committee in years when MGSS funds are
26. available.
27. 1.3.1 The chair of the RSCA committee shall be elected by its members.
28. 1.3.2 Members of the committee will be constituted into three review
29. panels. RSCA committee members will constitute two panels.
30. Members from the MGSS sub-­‐committee will form a third review
31. panel. This last panel will take up a portion of the RSCA review
32. work adjusted for the number of MGSS applications considered.
33. 1.3.3 No review panel shall have more than one faculty member from
34. any department or program.
35. 1.3.4 Members of the RSCA committee or MGSS sub-­‐committee *may*
36. apply for RSCA awards, but *may not* sit on the review panel that
37. ranks their application.
38. 1.3.5 Members of the RSCA committee or MGSS sub-­‐committee *may*
39. *not* sit on the panel that reviews any applications from a co-­‐
40. author, spouse, domestic partner, child, relative, or “significant
41. other” of the member.
42. 1.3.6 The chair of the RSCA committee will coordinate the assignment
43. of applications to review panels and the normalization of scores
44. for all RSCA applications, and will have other duties assigned as
45. appropriate to a chair.

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1. 2.0 Award Eligibility
2. 2.1 Tenure/tenure track and full-time lecturers:
3. 2.1.1 CLA tenured/tenure track faculty and full-­‐time lecturers may
4. apply for an MGSS award or for a RSCA award, but *not both* in the
5. same year.
6. 2.1.2 CLA tenure track faculty may apply for MGSS or RSCA awards for
7. years after the expiration of their new faculty reassigned time (RSCA specific).
8. (Cf. AS Policy 11-­‐08, para. 2.0)
9. 2.1.3 Faculty with 12-­‐month appointments may not apply for summer
10. stipends.
11. 2.1.4 Faculty with research support through other internal or external
12. sources are eligible to apply for MGSS or RCSA awards for years
13. after the expiration of new faculty reassigned time (RSCA specific).
14. 2.2 Members of the MGSS and RSCA committees are restricted from awards as
15. in sec. 1.0.

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# 3.0 Award Application

1. 3.1 Faculty are encouraged to apply for support for their research, scholarly
2. and creative activities. There are two distinct internal award programs
3. giving three types of awards at CSULB: Research, Scholarly and Creative
4. Activities (RSCA) awards for assigned time and Mini-­‐Grant/Summer Stipend
5. (MGSS) awards. Faculty may apply for only one of these three awards per
6. application cycle.
7. 3.2 Activities Supported
8. 3.2.1 The following activities are eligible for all RSCA/MGSS Awards:
9. 3.2.1.1 Scholarly, peer-reviewed, and basic research
10. 3.2.1.2 Community-engaged and applied research
11. 3.2.1.3 Creative Activities
12. 3.2.2 The following activities are ineligible for any RSCA/MGSS Awards:
13. 3.2.2.1 Curricular development or improvement
14. 3.2.2.2 Department or college programs or facilities
15. 3.2.2.3 Completion of requirements for an advanced degree
16. 3.2.2.4 Community service
17. 3.3 Types of Awards
18. 3.3.1 Reassigned Time Awards. Each award will be equal to three units
19. of assigned time for one semester in one year.
20. 3.4 Mini-­‐Grants
21. 3.4.1 The Academic Senate policy states: “Mini-­‐Grants provide the
22. faculty with funds for student assistance, bibliographic research,
23. travel, supplies, minor equipment, and computer time to test
24. promising ideas and obtain preliminary results leading to the
25. application for external support. At present, Mini-­‐Grant budgets
26. are limited to a maximum of $5,000. Mini-­‐Grant funds must be
27. expended by the end of the next academic year. Mini-­‐Grants are
28. "seed money," and, therefore, acceptance of a Mini-­‐Grant
29. requires that the application for external funding based on the
30. proposal be submitted within two years of the date of the award.
31. All awardees must file a Report of Work Accomplished for
32. activities conducted under the award.”
33. 3.5 Summer Stipend Award
34. 3.5.1 The Academic Senate policy states: “A Summer Stipend Award
35. provides faculty with financial support during the summer months
36. for scholarly or creative activities. A Summer Stipend Award is
37. equal to one-­‐month salary for three WTUs at the University’s
38. standard “vacant rate” prevailing at the time of application. This
39. award is subject to federal and state income tax. Summer Stipend
40. applicants must have 30 consecutive days available in the summer
41. following application when they do not have additional
42. employment in the CSU or an auxiliary. All awardees must file a
43. Report of Work Accomplished for activities conducted under the
44. award.”
45. 4.0 Evaluation Criteria
46. 4.1 In establishing its rankings, the RSCA Awards committee will take into
47. account the merit of the proposed work, the applicant’s track
48. record as the result of prior awards, how lack of research support impacts faculty history to work toward equitable outcomes for those with access to fewer resources, and the resources the
49. applicant has and will have to accomplish their scholarly and creative
50. work. Awards shall be based primarily on the quality of the proposed

research or creative activity as outlined in the proposal. Proposals should be clear and accessible to reviewers outside the applicant’s discipline. Criteria include:

1. 4.1.1 Significance of the research, scholarshly, or creative activity;
2. 4.1.2 Extent to which the methodology is appropriate to the stated
3. purpose;
4. 4.1.3 Likelihood that the work proposed will be completed within the
5. timeline;
6. 4.1.4 Extent to which the project will promote the faculty member’s
7. scholarly, community-engaged and applied research, or creative activities, development, direction, and purpose;
8. 4.1.5 Probability that the project will lead to peer-­‐reviewed publication,
9. exhibitions, external grant proposals; scholarly collaborations and partnerships with communities outside the university that result in non-traditional scholarly or creative products, including, but not limited to, exhibits, nonprofit reports, policy development, among other scholarly, applied, and creative outcomes and
10. 4.1.6 Extent to which the project benefits the university mission.
11. 4.2 RSCA and MGSS Awards Application
12. 4.2.1 The application form for the RSCA and MGSS awards shall be
13. made available through the CLA website.
14. 4.2.2 Applicants should bear in mind that MGSS proposals are read and
15. evaluated by the CLA MGSS sub-­‐committee, the College Dean,
16. and the University MGSS committee. As such, proposals should be
17. written so that they are accessible to faculty from diverse
18. disciplines across the University.
19. 4.2.3 For MGSS awards, a total of FIVE (5) copies of the application are
20. required, one copy is retained by the Department and the other
21. four copies including the completed College MGSS Committee and
22. College Dean evaluation pages are delivered to the Office of
23. Research and Sponsored Programs. Do not submit blank pages.
24. 4.2.4 Reports of Work Accomplished for previous RSCA awards should
25. *not* be forwarded with the Application, but summarized in the
26. application. Send Reports of Work Accomplished directly to the
27. Office of Research and Sponsored Programs.
28. 4.2.5 The application should be prepared using 12-­‐point type and one-­‐
29. inch margins.
30. 4.3 Application Clusters for MGSS
31. 4.3.1 Applications for MGSS are reviewed in "clusters" at the University
32. level.
33. 4.3.1.1 Cluster A: Basic or Applied Research in natural sciences,
34. engineering or mathematics.
35. 4.3.1.2 Cluster B1: Applied Research in business administration,
36. health, human services, education, public administration,
37. or library scholarship.
38. 4.3.1.3 Cluster B2: Basic Research in humanities, social sciences,
39. fine arts scholarship.
40. 4.3.1.4 Cluster C: Creative Activity in fine arts and creative writing
41. 4.4 Application Domains

Applications must address the following domains:

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

Proposal text.

Faculty history covering the last five years, including

* + - 1. a list of all recent publications and presentations,
			2. a list of sources of workload assigned time for the last four years with a description of duties or activities supported by this assigned time,
			3. a list of any other sources of support for the project including external support available to the project at the time of application.
			4. The “last five years” consist of the academic year in which the proposal is submitted (including forthcoming work in that year) and the prior four academic years.

For Mini-­‐Grants, the proposed Mini-­‐Grant budget.

1. 5.0 RSCA Committee and MGSS Sub-­‐committee Decisions
2. 5.1 Each panel (formed as in 1.3 above) evaluates a set of proposals.
3. 5.1.1 Panel members shall not see the proposals of other panels except
4. when required for the resolution of ties (see 5.1.8).
5. 5.1.2 Panel members' own proposals (or other proposals that could
6. represent conflict of interest-­‐-­‐such as a partner's, spouse's or co-­‐
7. author's) are allocated to other panels.
8. 5.1.3 Individual reviewers submit their scores to CLA Dean's office
9. staff, who will remove reviewer identities. Those scores will then
10. be normalized by the RSCA committee chair.
11. 5.1.4 A ranked ordering is produced for each panel’s scores.
12. 5.1.5 The panel shall meet to discuss and resolve ties as necessary.
13. 5.1.6 Final scores are sent to the RSCA committee chair, who compiles
14. a master ranking.
15. 5.1.7 The master ranking will be distributed to all members of the RSCA
16. committee.
17. 5.1.8 The committee shall meet to discuss and resolve ties on the
18. master ranking as necessary. Committee members whose
19. proposals are under discussion, or have conflicts of interest
20. identified in 1.3.5 shall be recused from this discussion.
21. 5.1.9 The RSCA committee panels and MGSS sub-­‐committee shall
22. produce a written comment for each proposal specifying its
23. strengths and weaknesses.
24. 5.2 Forfeited awards
25. 5.2.1 Awards that are forfeited for any reason should be given to the
26. next eligible person identified by CLA RSCA committee rankings in
27. the current, ranked applicant pool at the time of forfeiture.
28. Similarly, if any additional monies are added to the pool of
29. resources at any time, any additional awards should be given to
30. the next eligible person identified by the CLA RSCA committee
31. rankings. The Dean’s office will communicate these actions to the
32. Chair of the CLA RSCA committee.
33. 5.2.2 Awards that are forfeited later than December of the academic
34. year of intended implementation will be put into the following
35. competition year’s pool.
36. 5.3 Award Decisions
37. 5.3.1 The final decision on reassigned time awards shall rest with the
38. Dean of CLA. Normally, the Dean's decisions will follow the RSCA
39. committee’s rankings. The Dean will report to the RSCA
40. committee any change, and, at their discretion, a rationale
41. for the change. The final decision on MGSS awards rests with the
42. University MGSS committee.
43. 5.3.2 Decisions are final. There is no appeals process.
44. 5.3.3. Applicants are encouraged to review the committee’s comments
45. concerning the strengths and weaknesses of their proposals.
46. 5.3.4. The list of RSCA and MGSS awardees and the project titles will be
47. posted on the CLA website.