II-O: COE Faculty Research Assigned Time (RAT) Policy
(As approved by faculty members via Qualtrics Survey Software on 12/12/2014)

Effective Fall 2015

1.0 Tenured Faculty

1.1 Full-time tenured faculty members may be granted up to 6 units of assigned time per semester for research in the AY if they maintain an active research program. Assigned time for research will be based upon the following criteria, over the most recent three academic years through the date of submission of the RAT proposal, unless otherwise stipulated (For example, for the 2015-2016 submission cycle, the most recent three academic years are 2012-13, 2013-14, and 2014-15 AND includes achievements gained up until the date of submission of the RAT proposal for this cycle. These criteria do not include activities such as organizing department seminar programs, giving seminars at SDSU, or serving as a program coordinator because these activities fall into the category of service to the university.

1.2 The faculty member who provides full evidence for having achieved (a) and ONE of (b), (c), (d), (e), or (f) may be recognized for up to 3 units of assigned time each semester. Evidence includes an abbreviated vita (maximum of 5 pages), two completed tables (see 1.3), and any other materials required to document one’s record.

(a) Author or co-author on at least 2 peer-reviewed publications within the past three years (that could include journal articles, chapters, monographs, and so on as long as they are peer-reviewed).

(b) Submission as PI or co-PI of at least three external grant proposals or contracts (at least 1 of the submissions should have occurred within the previous 12 month-period), that meet one of the following criteria:

1. External grants/contracts that include full indirect costs at the federally negotiated F&A rate that includes an evaluation or research component OR
2. External grants/contracts at less than full indirect costs at the federally-negotiated F&A rate provided that the proposal includes full-reimbursed time for the COE faculty member for at least 3 units per semester (not lecturer replacement value) and an evaluation or research component. (Note, the PI or co-PI must be the one who submits, but the full-reimbursed-time requirement applies to the PI, co-PI, or any other faculty member written into the grant proposal.)

(c) Ongoing external grant/contract funding from grants/contracts that meet the conditions in 1.2.b.1 or 1.2.b.2

(d) The appropriate combination of 1.2b and 1.2c (that is, at least two years of external funding and at least one external grant/contract proposal submission, or two external grant/contract proposal submissions and one year of external funding)

(e) Award of or ongoing support of at least one external grant or contract as PI or co-PI over the past three years that includes an evaluation or research component.

(f) Scholarly productivity at a high level in the faculty member’s discipline within the past three years (e.g. author or co-author of at least 4 peer-reviewed publications within the past three years in addition to the 2 publications identified in 1a OR author or co-author of a research monograph or scholarly book published by a
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major publishing company, scientific society, or university press within the past three years in addition to the 2 publications identified in 1a).

1.3 If faculty wish to be considered for 6.0 units of research assigned time per semester, they must meet criteria listed in 1.2 and at least one of the following:
   1) 1.2.c or 1.2.d above, OR
   2) Meet the requirements of 1.2.f AND have scholarly productivity at an exceptional level in the faculty member’s discipline within the past three years (e.g. author or co-author of at least 6 peer-reviewed publications within the past three years in addition to meeting the requirements in 1.2.f; The 6 additional publications includes any of the following: author or co-author of journal articles, book chapters, research monographs or scholarly books published by a major publishing company, scientific society, or university press within the past three years).

To be considered for the research assigned time, faculty members must complete both tables below. For all publications within the last 3 years, please include the citation, acceptance rate, your contribution to the publication, and a brief (100-word maximum) summary of why the publication is important. For all grants and contracts submitted, awarded, or currently funded over the past three years, include the funder, amount of funding, grant duration, funding status, role/contribution on the grant, indirect rate, whether the grant includes faculty buyout at full-replacement cost, and a brief (100-word maximum) summary of grant work.

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*S=submitted but still in review, A=awarded, R=rejected

**Full-reimbursed time for faculty buyout

1.4 The Research Assigned Time cannot exceed 6 units per semester for a total of 12 units per year. Unless additional buyout beyond College RAT is provided from a research grant or Assigned Time is provided for other critical university activities, at least 6 units of classroom instruction per semester is required of all faculty.
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1.5 The allocation of Assigned Time for research will be reviewed by a faculty committee and recommendation will be made to the Dean. Special consideration will be given for exceptional accomplishments in any of the listed areas. The criteria and assigned time for research will be re-evaluated annually.

1.6. The COE Policy Council recognizes that for some faculty members, the proposed change in policy represents a shift in thinking about research. To encourage faculty members to engage in the research activities proposed in the new policy, the Policy Council proposes a 2nd option for submitting proposals for Research Assigned Time, to remain in effect for the 2014-15 and 2015-16 submission cycles. Faculty members may submit their requests for Research Assigned Time according to the policy named in section 1.2, OR faculty members may submit proposals for Research Assigned Time using the process used during the 2005-2013 submission cycles. This second option will be provided for the 2014-15 and 2015-16 submission cycles in order to support the proposed shift in requirements for receiving Research Assigned Time. A faculty member may submit a proposal EITHER using the criteria outlined in section 1.2 OR the faculty member may submit a proposal using the process used in the 2005-2013 submission cycles, BUT a faculty member may not submit two proposals – one for each set of criteria. In Summer 2016, this section, 1.6 will be removed from the Policy File, given the end date of this 2nd option.

2.0 Consideration of Research Assigned Time
2.1 The criteria presented in Section 1 define standards of scholarly activity required to receive Assigned Time for research. In the event that the total number of units of RAT assigned by the committee exceeds, due to budget constraints, the number of units funded for RAT, or if, due to FTES targets, class schedules, etc., the College is unable to assign RAT to all qualified faculty, then the procedure stipulated in 2.2 will be applied.

2.2 The criteria defined in Section 1 will be used to rank the scholarly contributions of each faculty member. The rankings will be determined on the basis on the number, quality, and contribution to publications, and to number, type, contribution, and funding status of grants and contracts. If necessary, only faculty members with the highest overall scholarly activity (i.e., highest ranks) will be assigned Research Assigned Time.

3.0 Appeals
3.1 Any appeals about decisions related to assigned time for research should be presented as an email message to the dean detailing the rationale for reconsideration.
3.2 A response will be provided via email by the dean or designee.
3.3 Appeals concerning the amount of assigned time for research should be made no later than four weeks after the information about assigned time was distributed.