

Proposed Revision – CoS Assigned Time for Research Policy

The College of Sciences (CoS) recognizes that scholarly research is central to the mission of the University. In order to promote, facilitate, and strengthen research activity among its members, the College awards Assigned Time for Research (ATR) to its research-active faculty based upon the criteria outlined below:

Overview

- Four research activity categories will be evaluated
- Except when otherwise specified, the criteria are based on an average over the last three years
- For the sum of categories I - III, a faculty member cannot receive more than 9 units of ATR per Academic year (AY)
- Maximum total ATR awarded by the College of Sciences cannot exceed 12 units per AY
- ATR will be based upon data provided in the Faculty Annual Report
- ATR will be determined by CoS Dean in collaboration with Department Chair

ATR Criteria

I. Research Mentoring and Student Supervision (up to 3 units of ATR/AY)

One or a combination of the following:

- a. Mentoring ≥ 3 undergraduate and/or graduate students in research projects per semester, or supervision of ≥ 3 undergraduate and/or graduate students in special studies or theses per semester averaged over three years
- b. SDSU students who are first authors on presentations at off-campus conferences with an average of 1 per year over the last three years
- c. SDSU student co-author(s) on publications within the last three years

II. Research Publications (up to 6 units of ATR/AY)

- a. For 3 units of ATR: An average of 1 peer-reviewed manuscripts or book chapter published per year over the last three years
- b. For 6 units of ATR: An average of ≥ 2 peer-reviewed manuscripts or book chapters published per year over the last three years
- c. For 6 units of ATR: Author or editor of a book, monograph, or conference proceeding with peer-reviewed chapters published in the previous year (*Not including course manuals or self-published books unless there is evidence of a wide national audience*). This author/editor role counts as equivalent to 1 peer-reviewed publication in the subsequent two years.

III. Research Service (up to 3 units of ATR/AY)

Including but not limited to one the following or a combination of the following:

- a. Editorial Service: editorial board appointment or ≥ 6 reviews per year as ad hoc reviewer
- b. Program chair or scientific session organizer for a national or international conference
- c. Service as a member of a federal study section or review panel (≥ 2 meetings per year)

- d. Officer of national or international scientific society (e.g., AAS, ACS, ACM, AGU, AMS, APA, APS, ASCB, ASM, IEEE, GSA, SPSP, etc), *not including local or regional branches or divisions*
- e. Scientific and public outreach (at least 2 of the following):
 - Speaker at a national or international conference (an average of 2 presentations at different events per year over three years)
 - Invited seminars at other academic or research institutions (an average of 2 per year over three 3 years)
 - Invited lectures in an advanced, intensive, international scientific summer course in the previous year
 - Science education presentations at science festivals, Explore SDSU, etc. (an average of 2 presentations at different events per year over three years)

IV. Research Extramural Support (up to 3 units of ATR/AY)

All of the following refer specifically to research grants administered by the SDSU Research Foundation. Note that full F&A refers to the federally-negotiated on-campus rate for research done at SDSU or SDSU Research Foundation facilities, or the approved off-campus rate for research that is completed at other sites. Any of the following provides 3 units of ATR in the subsequent AY:

- a. PI, Co-PI, or subcontract PI on an ongoing external grant/contract for research with full F&A
- b. PI, Co-PI, or subcontract PI on an ongoing external grant/contract/subcontract support for research with less than the federally-negotiated F&A rate, provided that the award includes support for at least one CoS student at full salary plus benefits equivalent to 0.50 TA each semester per PI or Co-PI, or at least one 3-unit course buyout each semester for faculty member applying for ATR
- c. PI or Co-PI on an SDSU Training Grant that supports CoS student research
- d. Co-investigator on one or more grants in any of the above categories that includes support for at least one CoS graduate student at full salary plus benefits equivalent to 0.50 TA each semester, or at least one 3-unit course buyout each semester for faculty member applying for ATR
- e. PI or Co-PI on submission of ≥ 1 full federally-negotiated F&A rate grant proposal per year, provided that the award includes support for at least one CoS graduate student at full salary plus benefits equivalent to 0.50 TA each semester per PI or Co-PI, or at least one 3-unit course buyout each semester for faculty member applying for ATR
- f. PI or Co-PI on submission of ≥ 2 external grant proposals per year for research with less than the federally-negotiated F&A rate, provided that each proposal includes support for at least one CoS graduate student per PI at full salary plus benefits equivalent to 0.50 TA each semester, or at least one 3-unit course buyout each semester for faculty member applying for ATR (*Not including SDSU and CSU awards*)

V. Extraordinary Research Contributions (up to 3 units of ATR)

In recognition of accomplishments that are particularly noteworthy, up to 3 units of ATR may be provided in the subsequent AY for extraordinary research contributions. Such accomplishments include:

- a. Publication of ≥ 10 peer-reviewed manuscripts in the previous academic year

- b. PI, Co-PI, or subcontract PI on ≥ 2 ongoing independent external research grants with full F&A (not including supplements to another award)
- c. Member of the NIH Council
- d. Chair of a federal study section that meets at least twice per year

Approval of Assigned Time for Research

Allocation of ATR will be evaluated annually based upon data in the submitted Faculty Annual Report form. ATR assignments will be made by the Dean in consultation with the Department Chair. Special consideration may be given on a one-time basis to encourage professional growth of a faculty member.

Consideration of Teaching Assignments

It is possible that all faculty members meet expectations for ATR, but that it is necessary to assign additional teaching responsibilities to tenured faculty due to budget constraints, FTES targets, class schedules, etc.

Appeals

Any appeals about decisions related to assigned time for research should be presented as an email message to the Department Chair detailing the rationale for reconsideration. The Chair will review the request and any changes will be made in consultation with the Dean.

A response will be provided via email from the chair with a copy to the Dean.

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.