

**ASSIGNED TIME POLICY
COLLEGE OF ENGINEERING**

All faculty members are expected to submit to the department chair their Annual Report by the first day of the spring semester, if they desire to be considered for assigned time for research during the next academic year. Assigned time refers to the number of units a faculty is released from teaching in place of research, teaching, or service related activities. The scholarship activities listed in the faculty Annual Report will be used to evaluate research activity. The allocation of Assigned Time for research will be recommended by the *Department Chair* and will be subject to approval by the Dean. The department shall choose a committee, which would include the chair, for determination of research assigned time based on this policy.

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. The Research Assigned Time plus Supervision Weighted Teaching Units (WTUs) will not exceed 6 units.

Unless buyout is provided from a research grant or Assigned Time is provided for other critical university activities, at least 6 units of classroom instruction is required of all faculty.

1.0 Assigned Time for Research

1.1 Assigned time for research will be based upon the following criteria averaged over the most recent four years. 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 Evidence that a faculty member has achieved both (1.2a) and (1.2b) along with at least one of (1.2c), (1.2d), or (1.2e) may be recognized by up to 3 units of assigned time (each semester).

(1.2a) Supervision of SDSU undergraduate and graduate student research. Undergraduate research is subject to approval by the Department Chair.

(1.2b) Author or co-author of at least 1 peer-reviewed publication per calendar year averaged over the last four years.

(1.2c) Scholarly productivity at an exceptional level in the faculty member's discipline (e.g. author or co-author multiple peer-reviewed publications; author or co-author a research monograph, or text book published by a

well-known publishing company, professional society, or university press).

(1.2d) Submission of at least one grant proposal per year with full indirect costs at the federally negotiated F&A rate, or ongoing external grant/contract support for research with full indirect costs at the federally-negotiated F&A rate. The faculty member must be a PI or Co-PI responsible for project administration.

(1.2e) Submission of at least one grant proposal per year or ongoing external grant/contract support for research with less than full indirect costs at the federally-negotiated F&A rate, provided that the funding includes full AY support for graduate students at TA/GA levels or full-reimbursed time for faculty for at least one course per semester (not lecturer replacement value); the faculty member must be a PI or Co-PI responsible for the project administration.

1.3 If a faculty member has met the expectations for three units of assigned time for research, and satisfies three of the four criteria (1.3a), (1.3b), (1.3c), and (1.3d) listed below, the faculty member may then be assigned three additional units of assigned time (each semester)

(1.3a) 2 peer-reviewed publications per year averaged over four years.

(1.3b) Ongoing external grant/contract for at least 2 out of 4 years either as a PI or co-PI with faculty member's share of 30% or \$50K/year.

(1.3c) Submission of two or more grant proposals (at least one with full F&A) per year averaged over four years, which includes AY support for graduate student(s) at TA/GA levels.

(1.3d) Supervisory teaching units of 3.0, or more in a semester for advising graduate thesis (0.5 WTU for each), or undergraduate research projects (0.3 WTU for each) of students.

2.0 Assigned Time for Teaching and Service

2.1 If a faculty member requests 3 units of assigned time for significant pedagogical or service activities, or for a combination of multiple pedagogical and service activities. the expectation is that the activities would require approximately 8 hours per week x 15 weeks = 120 hours of work to perform the activity or series of activities over and above the normal service expectations, and the activity makes a significant contribution to the mission of the college or the university. Such significant pedagogical activity can be development of a new

course, making extensive changes to existing courses, producing additional teaching material and tools, trying innovative teaching techniques, advising a large number of undergraduate students, advising student chapters, performing service activities with the community outside SDSU, etc. It is up to the faculty member to justify the time expenditure and contribution for such activities. If departments have significant activities required of their faculty members as part of accreditation, the Department Chair should document the requirements of such activities as part of the submission of the teaching load requests.

- 2.2 The teaching load for a new tenure-track faculty member is negotiated at the time of offer for the first two years. After the first two years, each faculty member shall be reviewed on an annual basis.

3.0 Appeals

- 3.1 Any appeals about decisions related to assigned time should be presented as an email message to the chair with a copy to the dean detailing the rationale for reconsideration. The chair will review the request and any changes will be made in consultation with the dean.
- 3.2 A response will be provided via email from the chair with a copy to the dean.
- 3.3 Appeals concerning the amount of assigned time should be made no later than four weeks after the information about assigned time was distributed.

4.0 Documentation

- 4.1 Faculty members are responsible for reporting in detail on activities each semester for which they were granted assigned time. These reports will constitute a primary basis for evaluating future assigned time requests.
- 4.2 A report no longer than two pages in length must be submitted with documentation detailing the status of the research/teaching activity proposed in the initial request to department chairs no later than the last day of classes each semester for which assigned time was granted.