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

5 **V. 2.8**

6 **Approved by CLA Faculty Council 5/3/2024, Signed by Dean:** 

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8 This policy structures committees that will decide on Research, Scholarly, and Creative Activities (RSCA) awards for reassigned time and faculty small grants and 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.

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14 **1.0 RSCA Committee and MGSS Sub-committee**

15 **1.1 RSCA Committee.** The RSCA committee will determine procedures for
16 handling, reviewing, and ranking CLA RSCA reassigned time and faculty small
grant applications.

17 1.1.1 The RSCA committee will have nine members and two alternates
18 elected by the tenured/tenure track faculty of the CLA.

19 1.1.2 Members of the committee must be full-time, tenure-track or
tenured faculty.

20 1.1.3 No more than two members from any one department or
21 program can serve on the RSCA committee.

22 1.1.4 Elected members of this committee may apply for MGSS awards if
23 they do not serve on the MGSS Sub-committee.

24 **1.2 MGSS Sub-Committee.** The MGSS sub-committee will determine
25 procedures for handling, reviewing, and ranking CLA MGSS applications.
26 The decision process for these applications will be the sole preserve of the
27 MGSS sub-committee in the CLA.

28 1.2.1 The MGSS sub-committee will have at least three members and
29 one alternate elected by the members of the RSCA committee.

30 1.2.2 Members of the sub-committee must be full-time, tenured faculty
31 with either associate or full professor rank.

32 1.2.3 No more than one person from any department or program can
33 serve on the MGSS sub-committee.

34 1.2.4 Members of this committee may *not* apply for MGSS awards.

35 **1.3 Organizing the RSCA Committee.** The RSCA committee will function as an
36 umbrella committee to coordinate the application process for reassigned
37 time and MGSS grants. It will elect, at its first meeting, three members to

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

40 1.3.1 The chair of the RSCA committee shall be elected by its members.

41 1.3.2 Members of the committee will be constituted into four review
42 panels. RSCA committee members will constitute three panels.
43 Members from the MGSS sub-committee will form a fourth review
44 panel. This last panel will take up a portion of the RSCA review
45 work adjusted for the number of MGSS applications considered.

46 1.3.3 No review panel shall have more than one faculty member from
47 any department or program.

48 1.3.4 Members of the RSCA committee or MGSS sub-committee *may*
49 apply for RSCA awards, but *may not* sit on the review panel that
50 ranks their application.

51 1.3.5 Members of the RSCA committee or MGSS sub-committee *may*
52 *not* sit on the panel that reviews any applications from a co-
53 author, spouse, domestic partner, child, relative, or “significant
54 other” of the member.

55 1.3.6 The chair of the RSCA committee will coordinate the assignment
56 of applications to review panels and the normalization of scores
57 for all RSCA applications, and will have other duties assigned as
58 appropriate to a chair.

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61 2.0 Award Eligibility

62 2.1 Tenure/tenure track and full-time 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 may only *accept*
65 one award in the
66 same academic year.

67 2.1.2 CLA tenure track faculty may apply for MGSS or RSCA awards for
68 years after the expiration of their new faculty reassigned time
(RSCA specific).

68 (Cf. AS Policy 19--03, 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 (RSCA specific).

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

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3.0 Award Application

3.1 Faculty are encouraged to apply for support for their research, scholarly, and creative activities. There are two distinct internal award programs granting four types of awards at CSULB: (1) Research, Scholarly and Creative Activities (RSCA) awards for assigned time and faculty small grants and (2) Mini--Grants and Summer Stipends (MGSS) awards. Faculty may only accept one of these four awards per application cycle.

3.2 Activities Supported

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

3.2.1.1 Scholarly, peer-reviewed, and basic research

3.2.1.2 Community-engaged and applied research

3.2.1.3 Creative activities

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

3.2.2.1 Curricular development or improvement

3.2.2.2 Department or college programs or facilities

3.2.2.3 Completion of requirements for an advanced degree

3.2.2.4 Community service

3.3 Types of Awards

3.3.1 Reassigned Time Awards.

Each award will be equal to three units

of assigned time for one semester in one year.

3.3.2 Faculty Small Grants

Academic Senate policy states: "Faculty small grants are monetary awards to facilitate RSCA activities. They may be used for expenses such as student assistance, minor equipment or materials & supplies, or travel to advance RSCA activities."

3.3.3 Mini--Grants

Academic Senate policy states: "Mini-grants allow recipients to test promising ideas and obtain preliminary results prior to seeking external support. Funds may be used for undergraduate and/or graduate student assistants, clerical assistance, minor equipment, and for travel and supplies necessary for the activity. These mini-grants are intended to be 'seed money' leading to the application for external support. Since this award is 'seed money,' acceptance of a mini-grant requires that the application for external funding based on the proposal be submitted within two years of the date of the award and prior to any subsequent mini-grant awards."

3.3.4 Summer Stipend Award

Academic Senate policy states: "Summer stipends are equivalent to the prevailing 3-WTU Vacant Rate to support a recipient in continuance of scholarly and creative activity during the summer."

4.0 Evaluation Criteria

4.1 In establishing its rankings, the RSCA Awards committee will take into account the merit of the proposed work; the applicant's track

102 record as the result of prior awards; how access to research support, or lack
thereof, impacts faculty history in order to work toward equitable outcomes
for those with access to fewer resources (e.g. assigned time, funding, and
other types of research support) or life events (e.g. leaves of absence, major
service or administrative roles, changing publishing timelines, etc.); and the
resources the applicant has and will have to accomplish their scholarly and
creative 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:

- 103 4.1.1 Significance of the research, scholarly, or creative activity;
- 104 4.1.2 Extent to which the methodology is appropriate to the stated
105 purpose;
- 106 4.1.3 Likelihood that the work proposed will be completed within the
107 timeline;
- 108 4.1.4 Extent to which the project will promote the faculty member's
109 scholarly, community-engaged and applied research, or creative
activities, development, direction, and purpose;
- 110 4.1.5 Probability that the project will lead to peer-reviewed publication,
111 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. The University RTP
policy states: "The Scholarship of Engagement includes: a
reciprocal relationship with communities that yields innovations
with disciplinary expertise, can be replicated, documented, is
professionally and/ or peer-reviewed, and has evidence of impact";
and
- 112 4.1.6 Extent to which the project benefits the university mission.

113 4.2 RSCA and MGSS Awards Application

- 114 4.2.1 The application form for the RSCA and MGSS awards shall be
115 made available through the CLA website.
- 116 4.2.2 Applicants should bear in mind that MGSS proposals are read and
117 evaluated by the CLA MGSS sub-committee, the College Dean,
118 and the University MGSS committee. As such, proposals should be
119 written so that they are accessible to faculty from diverse
120 disciplines across the University.

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122 4.2.3 Reports of Work Accomplished for previous RSCA awards should
123 *not* be forwarded with the Application, but summarized in the
124 application. Send Reports of Work Accomplished directly to the
125 Office of Research and Sponsored Programs.

126 4.2.4 The application should be prepared using 12--point type and one--
127 inch margins.

128 4.3 Application Clusters for MGSS

129 4.3.1 Applications for MGSS are reviewed in "clusters" at the University
130 level.

131 4.3.1.1 Cluster A: Basic or Applied Research in natural sciences,
132 Engineering, or mathematics.

133 4.3.1.2 Cluster B1: Applied Research in business administration,
134 health, human services, education, public administration,
135 or library scholarship.

136 4.3.1.3 Cluster B2: Basic Research in humanities, social sciences,
137 fine arts scholarship.

138 4.3.1.4 Cluster C: Creative Activity in fine arts and creative writing

139 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 with support from CLA
Dean's Office Staff, as needed.
- 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 before finalizing
scores.
- 200 5.1.6 Final scores are sent to the RSCA committee chair and the CLA
Dean's Office staff, who compiles a master ranking.
- 201 5.1.7 The master ranking will be shared with all members of the RSCA
202 committee.
- 203 5.1.8 The committee shall meet to discuss and resolve ties on the
204 master ranking as necessary. Committee members whose
205 proposals are under discussion, or have conflicts of interest
206 identified in 1.3.5 shall be recused from this discussion.
- 207 5.1.9 The RSCA committee panels and MGSS sub--committee shall
208 produce a written comment for each proposal specifying its
209 strengths and weaknesses.
- 210 5.2 Forfeited awards
- 211 5.2.1 Awards that are forfeited for any reason should be given to the
212 next eligible person identified by CLA RSCA committee rankings in
213 the current, ranked applicant pool at the time of forfeiture.
214 Similarly, if any additional monies are added to the pool of
215 resources at any time, any additional awards should be given to
216 the next eligible person identified by the CLA RSCA committee
217 rankings. The Dean's office will communicate these actions to the
218 Chair of the CLA RSCA committee.
- 219 5.2.2 Awards that are forfeited later than December of the academic
220 year of intended implementation will be put into the following
221 competition year's pool.
- 222 5.3 Award Decisions
- 223 5.3.1 The final decision on reassigned time awards shall rest with the
224 Dean of CLA. Normally, the Dean's decisions will follow the RSCA
225 committee's rankings. The Dean will report to the RSCA
226 committee any change, and, at their discretion, a rationale

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

229 5.3.2 Decisions are final. There is no appeals process.

230 5.3.3. Applicants are encouraged to review the committee's comments
231 concerning the strengths and weaknesses of their proposals.

232 | 5.3.4. The list of RSCA and MGSS awardees and the project titles will be
233 posted on the CLA website.