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6 **POLICY AND PROCEDURES FOR SUPPORTING RESEARCH,**
7 **SCHOLARLY, AND CREATIVE ACTIVITY**

8 This revised policy supersedes Policy Statement 10-11

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10 This policy statement was recommended by the Academic Senate on September 22, 2011
11 and approved by the president on October 17, 2011.

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14 **1.0 INTRODUCTION**

15 This policy addresses support for research, scholarly, and creative activity, which is a core mission of our
16 comprehensive master's granting institution. Support for research, scholarly, and creative activity (RSCA) is divided into
17 two programs: (1) mini-grants and summer stipends (MGSS) and (2) reassigned time. Funding and regulations for MGSS
18 are mandated by the legislature and the Chancellor's office, while funding and regulations for reassigned time are
19 determined on the campus. The allocation of funding for MGSS and reassigned time shall be made transparent to CSULB
20 faculty through an active educational program including workshops sponsored by the Office of Research and Sponsored
21 Programs and the appropriate college-level bodies responsible for the oversight of all research, scholarly, and creative
22 activity.

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24 **2.0 AWARD ELIGIBILITY**

25 All members of Unit 3 (Faculty, Librarians, Coaches, and Counselors) are eligible to compete for funding MGSS
26 programs (except faculty members receiving new faculty reassigned time). Only tenured, probationary, and full-time
27 lecturers are eligible to compete for reassigned time funding (except faculty members receiving new faculty reassigned
28 time). Faculty members with 12-month appointments are not eligible for summer stipends. Summer stipend applicants
29 must have 30 consecutive days available in the summer of the award when they do not have additional employment in the
30 CSU or an auxiliary.

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32 **3.0 TYPES OF AWARDS**

33 A faculty member is allowed to apply for only one award: a summer stipend, a mini-grant, or reassigned time in a
34 given year under this policy. All applications for these awards shall be subject to the same application deadline.

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36 **3.1 Mini-Grants and Summer Stipends**

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38 **3.1.1 Mini-Grants**

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

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46 **3.1.2 Summer Stipends**

47 Summer stipends are equivalent to the prevailing 3-WTU Vacant Rate to support a recipient in continuance of

53 designated to serve as the primary advisory body to the Academic Senate, the Provost and Senior Vice President
54 for Academic Affairs or designee, and the Office of Research and Sponsored Programs, in furthering an
55 atmosphere conducive to research, scholarship, and creative activity. The MGSS is a standing committee of the
56 Faculty Personnel Policies Council.

57
58 Each college shall have a MGSS committee to review and rank mini-grant and summer stipend proposals. The
59 college MGSS committee forwards its recommendations and rankings to the college dean. The faculty of the
60 college shall devise procedures so that the committee membership reflects the diversity of disciplines within the
61 college in order to assure that applicants are likely to have their proposals judged by persons familiar with their
62 fields of specialization.

63 3.1.4. Duties for MGSS committees

64 65 3.1.4.1 The College Mini-Grant and Summer Stipend Committee shall:

- 66 a. Meet to discuss criteria, processes and procedures for the review, evaluation, and rating of mini-grant
67 and summer stipend proposals; and
- 68 b. Discuss, rate, recommend, and provide written rationale on recommendations of applications to the
69 college dean.

70 3.1.4.2 The College Dean shall:

- 71 a. Review the college mini-grant and summer stipend ratings and recommendation;
- 72 b. Agree or disagree with the college committee's recommendations; and
- 73 c. Forward all proposals and recommendations to the university committee.

74 3.1.4.3 The University Mini-Grant and Summer Stipend Committee shall:

- 75 a. Meet to review criteria, processes, and procedures for the review, evaluation, and rating of mini-grant
76 and summer stipend proposals;
- 77 b. Review and rate the proposals for summer stipends and mini-grants;
- 78 c. Make recommendations to the Provost and Senior Vice President for Academic Affairs concerning the
79 awarding of mini-grants and summer stipends;
- 80 d. Review University policies governing research and creative activities and make recommendations to
81 the Faculty Personnel Policies Council;
- 82 e. Work with the Office of Research and Sponsored Programs to generate announcements with
83 deadlines and application forms; and
- 84 f. Submit an annual report to the Office of Research and Sponsored Programs.

85 86 3.1.5 Committee Membership

87 88 3.1.5.1 College Level MGSS Committee Membership

- 89 a. Each College elects membership under procedures set by the college; and
- 90 b. Members of the MGSS committee are not eligible to apply for these awards.

91 3.1.5.2 University Mini-Grant and Summer Stipend Committee

- 92 a. Elected members serve two-year terms. No member may serve consecutive terms.
- 93 b. Full-time tenured faculty members elected by their respective colleges: four (4) from the College of
94 Liberal Arts; two (2) from each of the other colleges; and one (1) full time tenured librarian.
- 95 c. Provost and Senior Vice President for Academic Affairs (or designee).
- d. Associate V

99 3.1.6 MGSS Evaluation Criteria

100 Awards shall be based primarily on the quality of the proposed research or creative activity as manifested in the
101 proposal. Proposals are expected to be clear to reviewers outside the discipline.

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103 Criteria include:

- 104 a. Significance of the research, scholarship, or creative activity;
- 105 b. Extent to which the methodology is appropriate to the stated purpose;
- 106 c. Likelihood that the work proposed will be completed within the timeline;
- 107 d. Extent to which the project will promote the faculty member's scholarly or creative development,
108 direction, or purpose;
- 109 e. Probability that the project will lead to peer-reviewed publication, exhibitions, or external grant
110 proposals; and
- 111 f. Extent to which the project benefits the university mission.

112 3.1.7. MGSS Award Decisions

113 The Office of University Research shall allocate support for mini-grants and summer stipends based on the
114 recommendations from the University MGSS Committee.

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116 3.1.8. MGSS Documenting Work Accomplished

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118 3.1.8.1. Faculty who receive awards shall be required to submit a mini-grant or summer stipend Report of Work
119 Accomplished by the announced deadline to the Office of University Research. This requirement must be met
120 whether or not a faculty member chooses to submit a subsequent scholarly and creative activities application.

121
122 3.1.8.2. The documentation of work accomplished shall include:

- 123 a. What was accomplished;
- 124 b. How what was learned, experienced, or achieved has contributed to the faculty member's professional
125 development. This may include how the research, scholarship, or creative activity has contributed to
126 more effective teaching and enhanced student learning; and
- 127 c. How the information will be disseminated or showcased.

128 3.1.8.3. Applicants who do not submit the required Report of Work Accomplished shall be automatically disqualified
129 from receiving subsequent mini-grant and/or summer stipend awards until the required report is submitted.

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131 3.1.8.4. The University shall provide opportunities for award recipients to showcase the results of their projects,
132 whether final or preliminary.

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134 3.1.9. Additional Duties of the Office of University Research and Sponsored Programs

135 Once MSGG awards have been made, the Office of University Research and Sponsored Programs shall provide
136 the applicant with any available feedback generated by the evaluation process, upon request. The Office of
137 University Research and Sponsored Programs shall submit a report on MGSS every three years to the Academic
138 Senate.

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140 3.2 REASSIGNED TIME AWARDS

141 Reassigned time will be awarded through a competitive process at the college level. Each college will be allocated
142 support from Academic Affairs for reassigned time applications. Colleges may supplement this amount with their own
143 funds. Each reassigned time award will be equal to 3 units of reassigned time for one year.

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145 3.2.1. College faculty councils shall:

- 146 a. Establish the policies and procedures for evaluating reassigned time; and

147 b. Determine the composition and charge of their reassigned time award committee.
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149 3.2.2. Reassigned time awards committee shall:

- 150 a. Meet to discuss criteria, processes, and procedures for the review, evaluation, and ranking of proposals; and
- 151 b. Discuss, rank, recommend, and provide written rationale on recommendations of applications to the college
152 dean.

153 3.2.3. The College Dean shall:

- 154 a. Review the college reassigned time and college committee recommendations;
- 155 b. Make final decisions on reassigned time awards.
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157 3.3 DOCUMENTING WORK ACCOMPLISHED

158 Faculty who receive awards shall be required to submit a reassigned time Report of Work Accomplished by the
159 announced deadline to the College Dean's office. This requirement must be met whether or not a faculty member
160 chooses to submit a subsequent reassigned time application.
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162 The documentation of work accomplished shall include:

- 163 a. What was accomplished;
- 164 b. How what was learned, experienced, or achieved has contributed to the faculty member's professional
165 development. This may include how the research, scholarship, or creative activity has contributed to more
166 effective teaching and enhanced student learning; and
- 167 c. How the information will be disseminated or showcased.
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169 EFFECTIVE: Immediately