

RESEARCH AND PROFESSIONAL GROWTH<sup>1</sup>  
College of Sciences<sup>2</sup>  
San Diego State University<sup>3</sup>

Effective Date: September 1, 2007

1.0 The College shall establish a Committee on Research and Professional Growth.<sup>4</sup>

1.1 Committee Functions

- a. The Committee shall review and rank Sabbatical and Difference-in-Pay leave applications and forward its recommendations and the rationale for the recommendations to the Dean of the College.<sup>5</sup>
- b. The committee shall review and rank proposals for funding under the University Grants Program (UGP). The committee shall forward its recommendations and the rationale for the recommendations to the Dean.

1.2 Committee Membership

- a. The committee shall consist of 7 tenured Full and Associate Professors. A faculty member that has or plans to apply for a leave or award shall not serve on the committee.
- b. The Dean will provide the charge to the committee at the first committee meeting.
- c. The terms of service of the committee members shall be two years. Ordinarily the terms shall be staggered so that at least three and no more than four members of the committee shall serve during the following year.
- d. Committee members shall be nominated by the Dean and submitted to the tenured and tenure/track faculty of the college for ratification. Committee members must be tenured professors or associate professors. Ratification requires 80% of those voting. If all nominees are not ratified, the Dean shall nominate new individuals to complete the membership of the

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<sup>1</sup> The governing documents for these procedures are the "Faculty" division of the University Policy File (UPF:F) (especially the sub-divisions: "Leaves, Sabbatical"; and "Leaves, Difference-in-Pay"), and documents produced by the Office of Faculty Affairs and Division of Research Administration regarding UGP (University Grants Program).

<sup>2</sup> Referred to as the College or COS in this document.

<sup>3</sup> Referred to as the University in this document.

<sup>4</sup> Referred to as the Committee in this document.

<sup>5</sup> Referred to as the Dean in this document.

committee. A second vote, for ratification of the new nominees shall then be held. . If ratification is not complete after this vote any remaining vacant positions shall be filled by individuals appointed during a meeting of the Department Chairs of the College.

- e. The composition of the Committee should reflect the composition of the faculty of the College.

## 2.0 Sabbatical/Difference-in-Pay Leaves

- 2.1 Criteria for eligibility and granting of Sabbatical Leaves shall be those found in the Faculty sub-division of the University Policy File under “Leaves, Sabbatical.” Criteria for eligibility and granting of Difference-in-Pay Leaves shall be those found in the Faculty sub-division of the University Policy File under “Leaves, Difference-in Pay.”

### 2.2 Call for and submission of Proposals

- 2.21 The Office of the Associate Vice President for Faculty Affairs will publish, each year, an announcement of the deadlines for submission of applications. Ordinarily the announcement will be made by mid-September and shall be distributed to all faculty members. The schedule will specify deadlines for review and ranking of applications and notification of the outcome to applicants about the results of the review process.
- 2.22 The Office of the Associate Vice President for Faculty Affairs will publish, each year, a list of faculty who are eligible for such leaves, based on the records in that office.
- 2.23 Faculty eligibility shall be verified by department offices and any discrepancies shall be resolved by consultation between the Office of the Associate Vice President for Faculty Affairs and the Department Office.
- 2.24 Faculty are not required to apply for such leaves.
- 2.25 Leave application forms are available from the Office of the Associate Vice President for Faculty Affairs website.

- 2.3 Procedures for review and recommendation regarding Sabbatical and Difference-in-Pay Leaves within the College are based upon the expectation that such opportunities promote professional growth and thus contribute positively toward the mission of the College and the University. However, fiscal resources may place limits upon the number of such leaves that can be awarded in any one year. Furthermore, the College does not view a sabbatical as a right of employment, and reserves the right of refusal in cases where it is not clear that there is direct

benefit to the University and its teaching mission. It is incumbent upon the applicant to demonstrate that such benefit will accrue as a result of the approval of the leave.

- 2.31 Leave applications will be submitted first to the Department Chair. Ordinarily the applications will be submitted concurrently to the departmental committee. Recommendations and rankings will be forwarded to the College Committee in accord with the schedule published by the Office of the Associate Vice President for Faculty Affairs.
  - 2.32 The College Committee shall review, rank, and make recommendations to the Dean according to the aforementioned schedule.
  - 2.33 Applications ranked “not recommended” shall be sent back to the applicant with an explanation of why the proposal was found unacceptable. (UPF:F – Leaves, Difference-in-Pay 4.0, and Leaves, Sabbatical 4.0). If the applicant wishes to revise the application, it will be reviewed again by the College Committee.
  - 2.34 Applicants “not recommended” by the Dean shall be notified in writing giving the reasons. (UPF:F – Leaves, Difference-in-Pay 5.0, and Leaves, Sabbatical 5.0)
- 2.4 Preparation of Sabbatical/Difference-in-Pay Leave Proposals
- 2.41 The proposal narrative shall be succinct (not exceeding 2 pages). The proposal shall focus on details of what is to be done and how it will be done within the allocated time of the leave.
  - 2.42 Proposal language shall incorporate general scientific terms and avoid technical terms unique to the expertise of the applicant thereby enabling proposal reviewers to understand work outside their fields.
  - 2.43 Leave proposals directed at conducting new and original research will be given highest priority. Ongoing studies for which earlier leaves were granted are also appropriate. A summary of accomplishments from any previous leave (or a copy of the previous leave report) shall be attached to the proposal.
  - 2.44 Proposals directed at the development of new courses or improved teaching strategies for existing courses are only appropriate when sufficient evidence is presented that ongoing activity of this type is hampered by a lack of sufficient time to devote to the endeavor. The proposal shall be specific as to how the leave will be used to improve knowledge, skills, and general scholarship. A supporting letter from the Department is required.

- 2.45 Joint work with collaborators outside the University is considered to be very strong support for the proposal when accompanied by documentation that includes a letter of invitation or of appointment to another institution.
- 2.46 Proposals to engage in off-campus fieldwork needed for ongoing research at this University are appropriate.
- 2.47 Proposals to work in a laboratory on this campus will have the lowest priority. Ordinarily, leave proposals to write a textbook for commercial profit are not appropriate.
- 2.48 A brief curriculum vitae shall be included with the application. Evidence of ongoing scholarship will be considered.

### 3.0 University Grants Program (UGP)

- 3.1 The UGP form may be downloaded from the Graduate Research Office Website: <http://gra.sdsu.edu/research.php?areaid=2&sectionid=11&subsectionid=25>

### 4.0 Award Description

- 4.1 Purpose: to support scholarly research, creative activities, and curriculum development; assist faculty at lower ranks to meet qualifications for retention, tenure and promotion; permit faculty to bring advanced projects to completion; and help faculty develop their research program to compete for extramural funding.
- 4.2 Eligibility: All Unit 3 faculty are eligible to apply. Centers, programs, or research institutes, or projects that are primarily instructional or pedagogical in nature are not eligible for awards. Prior award recipients that have not submitted a final report will not be considered.
- 4.3 Application Components: Only one application per faculty member is allowed.
  - a. Single faculty identified as P.I.--no Co-P.I.s allowed.
  - b. Abstract, limited to 150 words, describing in lay terms the relationship of the proposed project to an ongoing research program
  - c. Investigator experience and qualifications (1 page maximum)
  - d. Description of the project (narrative) shall not exceed 3 pages. Any proposals with text beyond 3 pages will not be considered by the Committee. Narrative shall include the following:
    - Project objectives, background and research plan
    - Potential significance of project
    - Summary of work already completed, include prior funding
    - Where results will be disseminated

- Potential for intellectual property (if appropriate)
- Plans for future funding (if appropriate)
- f. Project budget – one page with detailed breakdown

#### 4.4 Evaluation Criteria

- a. Degree to which the proposal meets the primary purposes for award
- b. Significance of work – novelty and relevance to emerging areas of research
- c. Clarity of written proposal and merit of research design and agenda
- d. Suitability and availability of resources
- e. Justification of budget
- f. Preference will be given to those who have not received previous awards
- g. Merit shall be the primary consideration – applications of equal merit shall be ranked in favor of junior vs. senior faculty

#### 4.5 The Committee shall review, rank, and forward its recommendations with a summary of rationale to the Dean.

4.51 The Committee will receive applications, and forward recommendations according to the schedule provide each year by the University Grants Program (Division of Research Administration).

4.52 The Committee shall carry out its work in accordance with documents produced by the UGP and this document.

5.0 Each recipient shall submit a final report to the Office of Graduate Research by the date specified by that Office.

6.0 This document may be modified only by a majority of those voting of the College of Sciences Faculty. Ordinarily, proposals for modification of this document shall originate from one of the following sources: the Committee, the Dean, or a proposal signed by at least 10% of the full-time faculty of the College of Sciences.

7.0 This document will be available to all full-time College faculty members.

Revised: July 23, 2007