



SAN DIEGO STATE UNIVERSITY

College of Sciences

Policies

October, 2011

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PREAMBLE

This document presents the College of Sciences Policies. University policies can be found at: <http://newscenter.sdsu.edu/universitysenate/index.aspx>.

University policies will supersede the COS policies where omissions and inconsistencies exist. Also, the COS policies will supersede the Department policies where omissions and inconsistencies exist.

VISION MISSION AND GOALS STATEMENT

(4/28/10)

1.0 Vision

- 1.1 The College of Sciences (COS) will educate students to meet the evolving opportunities in science, emphasizing the ability to integrate and apply principles of science and mathematics to answer questions in basic research and solve real world problems.

2.0 Mission

- 2.1 The mission of the COS is to contribute to scientific knowledge in ways that have important local and global impacts, to train scientists who possess a fundamental understanding of their fields and the expertise needed for future careers in local and regional industries or graduate and professional programs, to improve the training of future mathematics and science teachers, and to ensure scientific literacy of all SDSU graduates.
- 2.2 The college will continue to evolve to meet the changing needs of students, the local community, and society in the future.
- 2.3 To achieve this mission, every faculty member is expected to demonstrate excellence as a teacher and scholar.
- 2.4 The COS will address evolving scientific challenges that will expand scientific knowledge and benefit society.
- 2.5 Each faculty, staff, and student within the COS shall adhere to the highest standards of ethical behavior as described in the University Policy File. The faculty of the College of Sciences shall subscribe to the 1987 Statement on Professional Ethics (1987) by the American Association of University Professors (<http://www.aaup.org/>).

- 3.0 Educational Goals: Undergraduate and graduate education is a fundamental part of the COS mission. The COS will pursue the following educational goals to prepare our students to face and define the challenges of the future and to sustain and strengthen our teaching excellence.

- 3.1 Foster development of critical thinking and quantitative skills.
 - 3.2 Cultivate writing, reading, and oral communication skills.
 - 3.3 Provide students with both substantial expertise in a discipline of science and mathematics and broad interdisciplinary training.
 - 3.4 Offer advanced undergraduate and graduate students professional training and preparation for further study in a broad range of disciplines.
 - 3.5 Develop innovative courses and curriculum in response to intellectual and professional needs of undergraduate and graduate students.
 - 3.6 Regularly update courses and curriculum in response to recent advances in science and mathematics.
 - 3.7 Encourage interactions with diverse professional and community groups to enhance teaching and research.
 - 3.8 Encourage faculty to promote and respond to increasing international influences on science and society by integrating international perspectives into educational activities.
 - 3.9 Promote a commitment to lifelong learning.
- 4.0 Research Goals: Research is an equally important part of the COS mission. The COS will pursue the following research goals to respond to and define the scientific challenges of the future and to prepare our students for careers in science.
- 4.1 Contribute to scientific advancements by conducting and promoting basic, applied, and translational research. COS Faculty will disseminate their research throughout respected peer-reviewed journals, publications, and professional conferences.
 - 4.2 Provide opportunities for undergraduate and graduate students to become involved in research projects under the supervision of active research faculty.
 - 4.3 Enhance our commitment to research by increasing externally funded projects.
 - 4.4 Serve the needs of the region by encouraging faculty to interact with representatives of industry to consult or collaborate on basic, applied, and translational research endeavors.
 - 4.5 Enhance public understanding of science by promoting the dissemination of research discoveries in public forums and the media.

5.0 Diversity Goals

- 5.1 The university is composed of faculty, staff, and students of diverse racial, ethnic, language, culture, social class, national origin, religious and political belief, age, ability, gender, gender identity, and sexual orientation. A fundamental commitment to diversity enriches the institution and provides an atmosphere in which all human potential is valued, promotes learning through interactions among people of different backgrounds and perspectives, and better enables the university to prepare all members of the community.
- 5.2 Strive to enhance the faculty, staff and student diversity to better reflect the demographics of California.
- 5.3 Promote actions, programs, and policies that foster diversity and engender the vigorous exchange of ideas, enhance respect and consideration for individuals and groups, and strengthen the understanding of our mutual dependence.
- 5.4 Cultivate an environment that promotes human dignity, civility, and mutual appreciation for the uniqueness of each member of our community. Freedom from discrimination, harassment, and violence against persons or property is a basic right.
- 5.5 Sustain our commitment to recruitment and retention of underrepresented students by securing external funding to provide support activities such as tutoring, workshops, and mentorship.

Article 1: COLLEGE STANDING COMMITTEES

Section 1: CURRICULUM COMMITTEE

(9/2007)

1.0 Committee Functions

- 1.1 Adhere to and follow the University Curriculum Guide.
- 1.2 Review on-going curricula within and across departmental lines.
- 1.3 Review proposals to delete courses and programs.
- 1.4 Initiate deletion of courses and programs when required by University Policy.
- 1.5 Review and make recommendations regarding new programs:
 - a) Subject Matter Emphases
 - b) Minors
 - c) Master's Degrees
 - d) Joint Doctorates
 - e) Interdisciplinary Programs
- 1.6 An Associate Dean of the College shall chair the committee to review and make recommendations to the Dean of the College concerning Curriculum and New Programs, including General Education courses/programs.

2.0 Committee Membership

- 2.1 An Associate Dean of the College shall chair the committee.
- 2.2 The committee shall consist of at least 5 tenure/tenure track faculty members representing behavioral, life sciences and physical sciences, and mathematics.
- 2.3 Departments submitting curricular proposals for the year in question shall have a representative on the committee and the Associate Dean will also request representation from departments that may be impacted by a particular curricular proposal.
- 2.4 The Department representative shall be selected by the Department Chair or determined by Department policy. Committee members should have expertise in departmental curriculum matters.
- 2.5 Committee members shall serve one-year terms without limit to the number of consecutive terms served.

Section 2: REAPPOINTMENT, TENURE, AND PROMOTION COMMITTEE (9/2007, revised 10/2008)

1.0 Committee Functions

- 1.1 The Committee shall evaluate those faculty members considered by the Departments for reappointment, tenure, and/or promotion. In this capacity, the Committee shall follow those procedures described in pertinent sub-divisions of the Faculty division of the University Policy File, related University documents and this document.
- 1.2 The Committee shall advise the Dean of the College on matters concerning RTP procedures and criteria within the College.
- 1.3 The Dean will provide the charge to the RTP committee at the first committee meeting.
- 1.4 The Committee shall prepare a summary report to the Dean and Faculty. The report will provide a summary describing as specifically as possible without conflicting with privacy laws, those factors and their relative weights that the current Committee utilize in its recommendations and rankings. Specific factors that lead to unfavorable decisions should be included. This summary shall be distributed to all faculty members of the College.

2.0 Committee Membership

- 2.1 The RTP Committee shall consist of one external member and six tenured full professors of the College.
- 2.2 The Dean shall nominate one immediate past member of the Committee to the faculty for election to serve on the University Promotions and Tenure Review Panel.
- 2.3 The Dean shall nominate a sufficient number of faculty members to fill anticipated vacancies on the following year's College Committee.
- 2.4 Ordinarily, the terms of service of the 6 College faculty members shall be two years, and the terms shall be staggered so that at least three but no more than four members of the Committee shall serve during the following year. The proposed committee members will be submitted to the probationary and tenured faculty of the College for ratification. Ratification requires support of 80% of those voting. If all the nominees are not ratified, the Dean shall nominate new individuals to complete the membership of the Committee. A second vote, with the same ratification criteria, shall be held if necessary. If ratification is not complete following a second vote, the still vacant positions shall be filled by individuals selected by the Chairs of the Department Promotions Committees in a meeting chaired by the Chair of the College RTP Committee.
- 2.5 The composition of the Committee should reflect the composition of the faculty of the College.

Section 3: RESEARCH AND PROFESSIONAL GROWTH COMMITTEE

(9/2007)

1.0 Committee Functions

- 1.1 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 COS Dean.
- 1.2 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 COS Dean.

2.0 Committee Membership

- 2.1 The committee shall consist of 7 tenured Professors. A faculty member that has or plans to apply for a leave or award shall not serve on the committee.
- 2.2 The Dean will provide the charge to the committee at the first committee meeting.
- 2.3 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.
- 2.4 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 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.

Article 2: FACULTY

Section 1: CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION (9/2007, revised 10/2008)

1.0 Criteria for Promotion

- 1.1 The basic criteria for promotion of faculty members of the University are described in the University Policy File.
- 1.2 A necessary qualification for reappointment, tenure, or promotion is excellence of instruction at the undergraduate and graduate level.
- 1.3 The teaching ability of the faculty member is measured by command of the subject, diversity of subjects taught, skill in organizing and presenting material with force and logic, intellectual integrity, and actual teaching performance. Teaching performance shall have been evaluated by various techniques of measurement (including student evaluations, evaluation of syllabi, and evaluations by faculty) applied in appropriate teaching situations (e.g., classroom teaching, laboratory teaching, seminars, public lectures). The results of student evaluation of instruction shall be used as one element in the evaluation of instruction but not as the sole indicator of instructional quality. Effectiveness of teaching is also measured by honors and distinctions received for excellence in teaching. Inclusion of students in research programs may be considered as a criterion for excellence in teaching.
- 1.4 Within the COS, every faculty member is also required to establish and maintain a focused and productive research program that attempts to answer significant questions in the field. The results of this program are to be communicated to the appropriate peer audience. The evaluation of the candidate's research program will be based on creativity, innovation, depth, and significance of the communicated results. Typically, evidence is in the form of refereed publications, grant applications, success in procuring extramural support, and invited presentations of papers. However, the exact form of the evidence and its relative importance in the review process is determined by the candidate's particular professional program. Review must conform to the University Policy File and the Collective Bargaining Agreement (CFA, Unit 3). Specific criteria established by individual departments shall be based upon those of the University and the College and be clearly described in a department promotion document.
- 1.5 Each faculty member is expected to demonstrate service to the University by active participation on department, college, and/or university committees, or other activities as described in the University Policy File.
- 1.6 The Working Personnel Action File (WPAF), consisting of a Personnel Data Summary (PDS) and a One-of-a-Kind File, is the primary source of information for department, college, and university promotion committees. "Instructions for Organizing the One-of-a-Kind File" and

"Instructions for Completion of the Personnel Data Summary (PDS)" are available on the Faculty Affairs website.

1.7 The Department RTP Document shall include the requirements stated in University Policy File.

1.8 Letters of reference from external reviewers will be used as a criterion for tenure and promotion. Letters shall be requested from external reviewers who have expertise not available on campus and shall be in conformity with the University Policy File and the Collective Bargaining Agreement.

a) The candidate and department committee shall jointly generate a list of internationally recognized experts in the appropriate discipline. The candidate shall review the entire list with veto power over anyone for reasons of potential bias. The final list should contain a minimum of 4 names. The department committee should then select a minimum of 2 and preferably 3 external evaluators from the approved list without further input from the candidate.

b) Letters from external reviewers are not confidential.

2.0 Criteria for Tenure

2.1 The criteria for tenure shall conform to those leading to promotion to Associate Professor.

2.2 Possession of the doctorate shall be a requirement for tenure. The Department may waive requirement only where there is specific and documented evidence the individual has attained a level of professional competence equivalent to a doctorate.

3.0 Criteria for Reappointment

3.1 The criteria for reappointment shall conform to those leading to promotion and tenure. A positive recommendation by a department for the reappointment of an individual must include the Department's evidence that the individual is making satisfactory progress in meeting the requirements for tenure.

4.0 Procedures

4.1 The Office of Faculty Affairs shall annually determine and inform the Colleges and Departments in writing of the pertinent dates by which those procedures required in the processes of RTP are to be completed. A copy of the notice shall be available on the Faculty Affairs website.

4.2 The list of faculty members to be considered for promotion will be prepared by the Associate Vice President of Faculty Affairs and will be distributed to the Dean's Office and the departments by September 15 of each year.

4.3 Immediately following the receipt of the list described in 4.2, each department shall notify those members of the Department eligible for reappointment, tenure, and/or promotion of their eligibility.

- 4.4 The Office of Faculty Affairs will set a closing date after which the WPAF is declared complete.
 - 4.5 Insertion of material after the closing date may be done only in conformity with guidelines published by the Office of Faculty Affairs. Late material is limited to newly available items. See “Late Add – Instructions for Submitting Material to WPAF After the Deadline Date” on the Faculty Affairs website.
 - 4.6 The Dean or the Dean’s designee shall convene the first meeting of the Committee on or before October 10. The agenda will include:
 - a) Selection of a chair
 - b) Scheduling of subsequent meetings
 - c) Discussion and/or adoption of procedures
 - d) Election of one of three assigned external members to serve on the college committee.
 - 4.7 The college committee considering a recommendation on promotion different from a department or school committee’s may proceed only after submitting to that committee notification in writing including the candidate’s name, the tentative recommendation by the college committee, and the area of concern if the tentative recommendation by the college committee is negative. The college committee shall offer to meet with the department or school committee before making a final recommendation.
- 5.0 Notifications and Appeal
- 5.1 Notification of the recommendation made by the Department Committee shall be satisfied by means of a letter to the candidate.
 - 5.2 The Department Chair, the Committee Chair and the Dean shall individually notify, in writing, each candidate for reappointment, tenure and/or promotion of the respective recommendation made concerning the candidate. Notification of a "not recommended" decision shall include information on the reasons for the negative decision, as well as all routes of rebuttal available to the candidate within the University.
 - 5.3 Any candidate may submit a rebuttal. See “Response/Rebuttal Instructions” on the Faculty Affairs website.
- 6.0 College of Sciences Research Centers
- 6.1 Faculty members of the various College of Sciences “Centers” may use their center-related activities (and the results of these activities) in support of their candidacy for RTP advancement. This is particularly the case if all or part of their salary is based on “Center” activities.

- 6.2 RTP decisions and recommendations that are forwarded to the College of Sciences RTP Committee shall be the sole responsibility of the department in which the faculty member is appointed.
 - 6.3 Only material that is considered appropriate and in accordance with the University Policy File and the College of Sciences RTP document may be used during RTP procedures.
 - 6.4 A letter of recommendation from the Center Director/Chair is appropriate for inclusion in the candidate's One-of-a-Kind File.
- 7.0 RTP Procedures and Criteria for Student Services Professional, Academic-Related Employees (SSPAR) employees
- 7.1 Evaluation of an SSPAR employee for the purpose of recommending reappointment, tenure, and promotion shall require the candidate to complete and forward a PDS and One-of-a-Kind file to the Department Committee in accordance with the Calendar deadline.
 - 7.2 SSPAR employees shall receive a college-level review by a specially constituted College of Sciences SSPAR Review Committee. This committee will consist of two SSPAR faculty members and one tenured faculty member. This committee membership will be ratified by the same means as the College RTP Committee.
 - 7.3 The Departmental Peer Review Committee, the Department Chair, and the Dean shall forward their recommendations to the candidate according to the Calendar deadline.
 - 7.4 SSPAR positions: The basic criteria for reappointment, tenure, and promotion is based on the employee's record of accomplishment during the review period on activities and expected accomplishments described in the annual Work Plan (See section 7.6). However, since any SSPAR position may by its intended nature involve unpredictable tasks, an SSPAR employee's annual Work Plan represents an initial estimate of the employee's goals for the year, rather than an immutable set of requirements. The employee's accomplishments are to be described in a PDS and supported by documents that are placed in a One-of-a-Kind File.
 - 7.5 SSPAR Review Categories: The primary responsibility of a College of Sciences SSPAR employee is to provide service to students, the department or academic unit to which he/she belongs, possibly but not necessarily including, and not limited to: technical, managerial or administrative services; facilities development; preparation and submission of grant proposals for obtaining or enhancing shared research and teaching facilities; providing student services or student research support or training; developing new departmental programs; mentoring and thesis supervision; and committee service. The following is a general outline of the four categories and possible types of activities.

- 7.5.1 Technical, Managerial, or Administrative Services. An essential responsibility of an SSPAR employee is to render a highly sophisticated level of technical and managerial support to COS facilities (e.g., observatory, core research facilities, specialized training programs, or student services), or to provide excellence in academic programming or services. Individuals in these positions are also expected to supervise personnel, programs, and ensure compliance with federal and state regulation. An SSPAR may also be required to manage budgets, stocks, schedules, etc., to insure the smooth operation of the facilities or services.
- 7.5.2 Professional Growth. Continuous growth in scholarship is essential to the professional development of every College of Sciences SSPAR employee. Evidence of this growth may include publications of merit; presentation of scholarly papers; awards, grants, and honors received; active participation in professional organizations; participation in seminars and institutes; research and development activity; activities of a creative nature which are appropriate to the candidate's area.
- a) For those providing academic services, growth in advising skills, professional research, and scholarship that complements and strengthens one's ability to provide competent academic student services is essential.
 - b) Evidence of professional growth includes activities which substantially improve or expand skills in providing academic services to students and the university community and may include: attendance and/or scholarly presentations at professional training institutes and workshops; developing curriculum for trainees, interns and/or peer educators; presentation of professional projects; publications of merit; awards and honors; grants and contracts associated with student/academic services; participation in workshops and panels; and active participation in professional organizations.
- 7.5.3 Effectiveness of Teaching. If teaching (including graduate student research direction) is identified in the Work Plan as one of the candidate's responsibilities, the effectiveness of teaching will be evaluated for reappointment, tenure, and promotion. The teaching ability of the SSPAR employee is measured by the same standards as described for faculty within this document.
- 7.5.4 Service to the University and Community. SSPAR employees in the COS may be expected to assume responsibilities such as department and university committee work, holding office in university-associated organizations, scientific presentations to the public, contributions to newspaper articles or other public outreach, student advising, and efforts to improve student outreach and retention. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the University, and this performance is appropriately documented over a significant length of time, then service to the University shall have more than the usual bearing on reappointment, tenure,

and promotion decisions. However the primary criterion is effectiveness of services/programming with professional growth an important consideration.

7.6 Work Plan Requirements (to be described in the Candidate's Statement Section of the PDS)

7.6.1 Each year the SSPAR, together with the appropriate supervisor, will establish a clear set of activities and outcomes. The Work Plan should specifically reference each of the relevant review categories. For an SSPAR employee, significant differences between accomplishments during a review period and the formal Work Plan for that review period may actually be indicative of superior performance in successfully adapting to an unpredictable tasking environment.

7.6.2 Work Plans will always include responsibilities that entail professional growth and service to the University, and may or may not include teaching responsibilities. Any reimbursement of time to the department or academic unit from extramural funding must be detailed in the Work Plan. Promotion and/or granting of tenure will require demonstrable professional growth. The Work Plan should specify the types of professional growth activities required for this position.

8.0 Review and Modification of Procedures

8.1 This document may be modified by a majority vote of the faculty of the College. Proposals for modification of this document must 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 COS.

a) In general, there will be but one opportunity per academic year to modify the document. All proposals for modification must be communicated in writing to the Dean prior to April 15, so they will be compiled and distributed to the faculty.

b) The Dean shall call for an election, which will allow at least ten workdays to elapse subsequent to the date on which the proposals were distributed to the faculty.

8.2 Each department will keep a current copy of all its personnel documents on file in the College Office. The College Committee shall review the College and Department reappointment, tenure, and promotion procedure documents upon request of the Dean.

9.0 Distribution of Document: This document together with appropriate Faculty Senate and department procedures will be available to all prospective faculty members prior to the issuance of formal offers of appointment. Copies of the document shall also be available to all officers and committees as required by currently existing Faculty Senate and College documents. All full-time College

faculty members shall have this document available to them via the College website. This document will be posted on the College website, together with all subsequent revisions of College policy documents.

Section 2: POST-TENURE REVIEW

(5/2008)

- 1.0 Tenured professors who are not subject to performance review for promotion shall undergo a post-tenure review at least every five years in accordance with the University Policy File and the Collective Bargaining Agreement.
- 2.0 Review shall be based on criteria upon which tenure was granted: Teaching effectiveness (including student evaluations), maintenance of a focused and productive research program, and service to the University.
- 3.0 The review shall be conducted by a departmental peer review committee (ordinarily the departmental RTP committee), and by the department chair.
 - 3.1 The departmental committee and the department chair shall evaluate the candidate independently and submit independent letter reports to the COS Dean including brief but substantive examples of accomplishments within teaching, research, and service.
 - 3.2 The COS Dean shall review the tenured faculty member based on the report submitted by the department committee.
 - 3.3 Tenured faculty shall be provided with copies of the reports by the department peer review committee and the department chair including comments (if any) made by the COS Dean. Copies of the reports and comments shall be placed in the faculty member's PAF.
 - 3.4 The peer review committee chair, department chair, or COS Dean shall meet with the tenured faculty member to discuss strengths and weaknesses and to offer suggestions for improvement.
 - 3.5 Post-tenure review reports may be used by the department chair and COS Dean as bases for adjusting the category(s) and amount of tenured faculty WTUs assigned to non-teaching activities or reimbursed from grants and/or contracts. The reports may also be used as criteria for recommending salary increases.

Section 3: ASSIGNED TIME FOR RESEARCH

(1/23/09)

- 1.0 Tenured Faculty: Full-time tenured faculty members may earn up to 6 units of assigned time for research if they maintain an active research program. The scholarship activities listed in the COS Annual Report will be used to evaluate research activity. The COS Annual Report Form can be found on the COS website under "Internal Documents". Assigned time for research will be based upon the following criteria averaged over the most recent three academic 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.

- 1.1 The Research Assigned Time plus Supervision WTU cannot 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.
- 1.2 Evidence that a faculty member has achieved both (a) and (b) along with (c), (d), or (e) may be recognized by up to 3 units of assigned time (each semester).
 - a) Involvement and supervision of SDSU undergraduate and graduate students research.
 - b) Author or co-author on at least 3 peer-reviewed manuscripts in recurrent, peer-reviewed publications that are accessible in a readily available database.
 - c) 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 the project administration.
 - d) 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 at least 0.50 TA/GA support per semester or full-reimbursed time for faculty for at least one course per semester. Buyouts must be at full-reimbursed time, not lecturer replacement value. The faculty member must be a PI or Co-PI responsible for the project administration.
 - e) Scholarly productivity at an exceptional level in the faculty member's discipline (e.g. author or co-author of at least 12 manuscripts in recurrent, peer-reviewed publications that are accessible in a readily available database; author or co-author of a published research monograph or scholarly book).
- 1.3 If a faculty member has met the above expectations for three units of assigned time for research, evidence that a faculty member has accomplished 3 of the 6 following criteria may be recognized by up to three additional units of assigned time (each semester).
 - a) Publication of a chapter in an edited scholarly book per year.
 - b) A minimum of one presentation of research at national or international conferences per year.
 - c) Invited seminars (at least one per year at different academic institutions or research institutes).

- d) Editorial service (member of editorial board for scholarly journal or editorial review of at least two manuscripts per year for scholarly journals).
 - e) National and international service related to research (e.g. participant in grant review panels; elected or appointed service in national/international scientific organizations; chair of scientific session at national/international conferences; organizer of a major research conference; service as an external thesis reviewer for other universities; scientific review of research programs or departments at another university or research institute).
 - f) Scientific outreach (e.g. serving as a PI or Co-PI on a training grant or major instrumentation grant; release of a patent; development and distribution of a widely used scientific tool such as a computer program or copyrighted test instruments).
- 1.4 The allocation of Assigned Time for research will be determined by the Dean in consultation with the Department Chair. 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.

2.0 Consideration of Teaching Assignments

- 2.1 The criteria presented in Section 1 define standards of scholarly activity required to receive Assigned Time for research. It is possible that all faculty members meet these standards but that it is necessary to assign additional teaching responsibilities to tenured faculty due to budget constraints, FTES targets, class schedules, etc.
- 2.2 If this is the case, the criteria defined in Section I will be used to rank the scholarly contributions of each faculty member using the following scale:
- 0 = Research Assigned time criteria not met
 - 1 = Research Assigned time criteria met
 - 2 = Exceptionally exceeds Research Assigned time criteria
- (Level 0 is defined in section I. Levels 1 and 2 will be rated based on comparisons within departments.)
- 2.3 A numerical range from 0-8 can be obtained by applying the 0 to 2 rating to the four criteria: (i) mentoring research students, (ii) publications, (iii) external funding, (iv) other research accomplishments. If necessary, faculty members with the lowest overall scholarly activity (i.e., lowest scale scores) will be assigned additional classes.

3.0 Appeals

- 3.1 Any appeals about decisions related to assigned time for research 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 for research should be made no later than four weeks after the information about assigned time was distributed.

Section 4: SABBATICAL AND DIFFERENCE-IN-PAY LEAVES

(9/2007)

- 1.0 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.
- 2.0 All tenured faculty are eligible to apply for sabbatical leave, including department chairs. While on sabbatical leave the salary will be based upon an "academic year" appointment. Twelve-month appointments or other stipends for special services will be suspended.
- 3.0 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."
- 4.0 Call For and Submission of Sabbatical and Leave Proposals
 - 4.1 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.
 - 4.2 Each year the Office of the Associate Vice President for Faculty Affairs will publish, a list of faculty who are eligible for such leaves, based on the records in the Faculty Affairs office.
 - 4.3 Faculty eligibility shall be verified by the department and any discrepancies shall be resolved by consultation between the Office of the Associate Vice President for Faculty Affairs and the Department.

- 4.4 Faculty are not required to apply for such leaves.
 - 4.5 Leave application forms are available from the Office of the Associate Vice President for Faculty Affairs website.
 - 4.6 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 Research and Professional Growth Committee in accord with the schedule published by the Office of the Associate Vice President for Faculty Affairs.
- 5.0 Preparation of Sabbatical/Difference-in-Pay Leave Proposals
- 5.1 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.
 - 5.2 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.
 - 5.3 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.
 - 5.4 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 prevented by other academic responsibilities. The proposal shall be specific as to how the leave will be used to improve knowledge, skills, and general scholarship. A letter from the Department supporting the need for such educational development is required.
 - 5.5 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 appointment to another institution.
 - 5.6 Proposals to engage in off-campus fieldwork needed for ongoing research at this University are appropriate.
 - 5.7 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.
 - 5.8 A brief curriculum vitae shall be included with the application. Evidence of ongoing scholarship will be considered.

6.0 Evaluation of Proposals

- 6.1 The department review committee shall make a recommendation to the COS Dean.
- 6.2 The department chair shall make an independent recommendation to the COS Dean.
- 6.3 The College Research and Professional Growth Committee shall review and rank the proposals, and make recommendations to the COS Dean.
- 6.4 Applications ranked “not recommended” shall be sent back to the applicant with an explanation of why the proposal was found unacceptable. The College Committee will review revised applications.
- 6.5 Applicants “not recommended” by the Dean shall be notified in writing giving the reasons.

Section 5: PRIVILEGES OF EMERITUS FACULTY

(1/2011)

- 1.0 Listing in General Catalog: The names of Emeritus faculty are listed within the General Catalog same as active teaching faculty.
- 2.0 Library: Emeritus faculty retain all Library available to active teaching faculty. Emeritus faculty can apply through their home departments for the use of library carrels for temporary fixed-length assignments.
- 3.0 Research Foundation Services: Emeritus faculty may continue to submit proposals through the Foundation and serve as principle investigator/project director on grants and contracts. They retain access to grant development services including proposal development consultation and use of the Foundation Grants Library.
- 4.0 Office and Lab Space: Emeritus Faculty may apply to their home department chair of space, which may be assigned as available.
- 5.0 Computer Support: Emeritus Faculty may continue to receive computer/electronics support from Sciences Computing and Electronics Center (SCEC). Also support through the University Telecommunication and Network Services (TNS) is available.

Article 3: LECTURERS

Section 1: APPOINTMENTS

- 1.0 Faculty may be appointed at the rank of Lecturer to temporary full-time or part-time positions.
 - 1.1 Part-time lecturer appointments are contingent upon budget and enrollment, regardless of 3-year contract status.
 - 1.2 Full-time lecturer contracts are not contingent upon budget and enrollment. If a full-time lecturer is in the first or second year of a 3-year contract, they must be given a full-time appointment next year unless the university goes into layoff.
 - 1.3 Full-time lecturers are not entitled under the Collective Bargaining Agreement (CBA) to a similar assignment. If a lecturer has a 1-year contract, is due an initial 3-year contract after 6 consecutive years of service, or is due a subsequent 3-year contract, they can be re-appointed on a less than full time basis (contingent on budget and enrollment)
 - 1.4 If a part-time lecturer is owed an initial 3-year contract after 6 consecutive years of service, and there is insufficient work to meet their similar assignment, you can reduce the appointment, but the entitlement continues throughout the duration of the contract.
- 2.0 If a lecturer completes a 3-year contract, and there is no work available next year, they will be placed on a department re-employment list for 3 years. If work is added for which they are qualified, priority will be given to them over all other lecturers except for those with continuing 3-year appointments. Any lecturer placed on the re-employment list should receive a letter from the department/college.
- 3.0 Reductions should be taken in the reverse of the order of hire. Lecturers without 3-year contracts go first, and then part-time lecturers with three-year contracts. (Beyond that you cannot go without notice of layoff.) Within each group, there is no required order for reductions. There is no entitlement due to seniority or any other factor. The appropriate administrator (the dean or designee) decides the basis for assigning work, within the provisions of the CBA. Lecturers must be qualified for the available work, so you may reappoint a qualified lecturer without a 3-year contract rather than an unqualified lecturer with one.
- 4.0 The appropriate administrator shall decide whether or not to reduce all lecturers within one category or to meet the similar assignment of fewer lecturers (i.e., to spread the work around or not).
- 5.0 Part-time faculty employees shall be appointed for fractions of a 15-unit base (e.g., those who teach a three-unit course shall be hired for 0.2 time). If, however, a part-time employee is assigned advising or committee work, the percentage of time may be increased to reflect the additional assignment if the assignment is written into the statement of Terms and Conditions of Appointment under "Special Duties" and the assignment is approved by the COS Dean.

6.0 Searches and Pools

- 6.1 Each department or program shall maintain a list of temporary faculty employees who have been evaluated by the unit. If such an employee applies for a position in the unit or applies to the unit's applicant pool, the employee's previous periodic evaluations and application shall receive careful consideration.
- 6.2 If a department or program undertakes a search for a part time position, it must be in full conformity with Nondiscrimination and Equal Opportunity Employment requirements. This search should create a pool of qualified candidates from which part-time appointments shall be made. For each appointment, the qualifications of all persons in the pool shall be reviewed and the most qualified person available shall be appointed.
- 6.3 If a department or program conducts a nationwide search for a full time temporary faculty member, it shall be in compliance with Equal Employment Opportunity (EOE) guidelines.

7.0 Compensation

- 7.1 The appointment range and salary rate will be consistent with that of current or recent lecturers with similar qualifications (educational level and academic and/or industrial experience). The salary rate of new appointments will also take in consideration current and recent lecturers years of service with the department or program. If an emeritus faculty member is being hired as a retired annuitant, the department may offer a salary that is consistent with his or her previous rate of pay (the same calculation that would be used for a summer session class).
- 7.2 All compensation determinations of temporary faculty shall follow the procedures and guidelines established by the MOU and subsequent interpretations.

8.0 Subsequent Tenure-Track Appointments

- 8.1 A part-time or full-time temporary faculty employee may apply for an open tenure-track position. If the employee proves to be the most qualified applicant after a nationwide search in full compliance with Nondiscrimination and Equal Opportunity Employment requirements, that person may be appointed to the tenure-track position.
- 8.2 If a person who has served in a full-time temporary position is appointed to a tenure-track position, the department or program may recommend that up to two years of service in the full-time temporary position be counted as service toward tenure. However, the COS Dean or the Provost may reject the recommendation in favor of the six-year probationary period.

9.0 Appointments to academic positions at San Diego State University or its auxiliaries shall be judged on their merits. Immediate family members of faculty

members (professors, administrators, and librarians) may be considered for academic positions (teaching, administrative, and library). Faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families. Employees may not serve in a direct supervisory role for a member of their immediate family.

Section 2: WORK ASSIGNMENTS

- 1.0 The dean determines work assignments in consultation with the department chair and/or faculty member. Ultimately the assignment must be consistent with department and student needs.
- 2.0 Typically a full-time lecturer workload is 15 units of direct instruction. Lecturers may receive assigned time for activities other than direct instruction. The COS Dean must approve assigned time. Assigned time is not “released” time or a reduction in workload. It is a re-assignment of an individual faculty member from teaching to an equivalent professional responsibility, such as research or exceptional service.
- 3.0 Workload cannot be excessive or unreasonable. The CBA provides guidance for what is considered excessive or unreasonable workload. Give as much consideration as possible to recognizing and mitigating the impact of workload adjustments. The impact of increased class size can be mitigated through the use of technological support or different pedagogical approaches.
- 4.0 The Center for Teaching and Learning or Instructional Technology Services may be able to provide experts who can offer training and assistance to faculty on restructuring courses and assignments.

Section 3: EVALUATIONS

- 1.0 Temporary faculty who have been hired for both semesters of an academic year shall be evaluated in the Spring semester. Each department or program shall develop procedures and criteria for periodic performance appraisals of temporary faculty. Evaluation criteria and procedures shall be made available to the temporary faculty member no later than 14 days after the first day of instruction of the academic term.
 - 1.1 Evaluation shall occur before temporary hiring decisions for the following Fall semester are made.
 - 1.2 The evaluation of full-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance, peer review by a department or program committee, and evaluations by administrators. The departmental review may include a review of class syllabi, in-class observations, or other materials related to teaching effectiveness.
 - 1.3 The evaluation of part-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance,

evaluations by administrators, department chair, or program director, and peer evaluation from the department or program.

- 1.4 When classroom visits are utilized as part of the evaluation process, the faculty member shall be provided a notice of at least 5 days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits the class(es).
- 2.0 Full-time and part-time temporary faculty employees appointed for one semester or session shall be evaluated at the discretion of the department chair or program director, the appropriate administrator, the department, or program. The employee may request that an evaluation be performed.
- 3.0 Faculty employees, students, academic administrators, and the President may contribute information to the evaluation of a faculty employee. Only tenured faculty employees and academic department administrators shall engage in deliberations and make recommendations to the President (or designee) regarding the evaluation of a faculty employee.
- 4.0 The employee shall be provided with a copy of the periodic evaluation by the peer review committee chair and the appropriate administrator using the five-day filing date notice procedure. The appropriate administrator(s) and the peer review committee chair shall sign evaluations. A written record of periodic evaluation shall be placed in the employee's Personnel Action File, and a copy of the evaluation given to the employee.

Section 4: RANGE ELEVATION

- 1.0 Eligibility: Temporary faculty employees (excluding coaches) shall be eligible for range elevation if they (a) are not eligible for additional Salary Step Increases (SSIs) in their current range and (b) have been employed in their current range for at least five years.
- 2.0 Criteria: To be considered for range elevation an applicant shall hold a terminal degree or suitable professional experience in the field appropriate for teaching assignment(s). The applicant shall present evidence of excellence in teaching or other assigned duties. Other assigned duties may include professional development or significant contributions to service in the department or program, college, university, or community. The evaluation will focus on the individual's teaching assignments and other clearly defined assigned duties rather than a broad grouping across the department, college, or university.
- 3.0 The application shall consist of a memorandum including (a) the applicant's request, (b) a complete curriculum vitae, and (c) a summary of contributions to the university and community since initial appointment or last range elevation, whichever is more recent.

4.0 Procedures

- 4.1 Annually the Office of Faculty Affairs shall publish a schedule of deadlines for application, review, and notification. At least thirty (30) days prior to the commencement of the annual campus range elevation process, the Office of Faculty Affairs shall notify those lecturers who may be eligible for range elevation.
- 4.2 Applications shall be submitted to the department chair or program director; a copy shall be submitted to the dean. The chair or director shall obtain a recommendation from the unit, shall add a recommendation, and shall forward the application and both recommendations to the dean.
- 4.3 The dean shall provide written notification to the applicant of his or her recommendation. The Associate Vice President of Faculty Affairs shall provide the official notification to the applicant.
- 4.4 Range elevation applications that are denied may be appealed to the Associate Vice President of Faculty Affairs.

Article 4: ADJUNCT FACULTY APPOINTMENTS

- 1.0 Adjunct faculty shall be appointed without remuneration to provide various professional services to the university, such as teaching classes, giving occasional lectures, counseling students, supervising student research, and engaging in cooperative research with other faculty. Adjunct faculty appointments shall be made when the arrangement is of value to both the university and to the person appointed.
- 2.0 The faculty status granted with the adjunct appointment (a) shall officially affiliate the appointee with the university, (b) shall allow access to facilities as approved by the dean of the college making the appointment, (c) shall provide library privileges, (d) shall give the right to purchase faculty parking each semester or session, (e) shall provide Workers Compensation for injuries or illness related to university duties, and (f) shall provide job-related liability protection.
- 3.0 Adjunct appointments shall be made for one semester or one year and may be renewed indefinitely. To meet legal requirements, they shall be renewed formally; informal arrangements shall neither confer faculty status nor provide the protections listed in 2.0 above. The letter of appointment shall name the person to whom the adjunct faculty member reports and shall generally state the services that the adjunct faculty member will provide.
- 4.0 Upon the recommendation of the department or school, the COS Dean will assign one of the following titles: (a) Adjunct Assistant Professor, (b) Adjunct Associate Professor, (c) Adjunct Professor.
- 5.0 College of Sciences Guidelines can be found on the COS website under "Internal Documents."

Article 5: ADDITIONAL EMPLOYMENT POLICY

(9/2011)

- 1.0 The College of Sciences policies related to all forms of additional employment (within the CSU and outside employment) are determined by the CSU, collective bargaining agreements as well as policy set forth by the President of San Diego State University. It is also written to be in compliance with State and Federal laws.
- 2.0 Copies of the CSU policy can be acquired from the Dean's office or from the Associate Vice President of Faculty Affairs. Additional employment shall not interfere with the employee's primary CSU assignment. Conflicts of interest are not permitted, regardless of the amount of compensation or time-base.
- 3.0 All additional employment, whether direct pay, overload, overtime, or reimbursed time must be authorized in writing, prior to the performance of the work. After approved by the Dean of the College of Sciences authorization must also come from the Associate Vice President of Academic Affairs (where appropriate) and the Research Foundation (where appropriate).
- 4.0 Definitions.
 - 4.1 **Additional employment** is defined as a compensated work assignment in addition to the regular work assignments for any California State University (CSU) or CSU auxiliary employee. Further, the additional assignment must be either of a different nature from or compensated from a different source than the employee's regular assignment. Additional employment limitations are based upon time-base, not salary. A maximum of 125% time-base is allowed under certain circumstances (see below for specific rules.) The salary rate for additional employment may be the same rate as for the primary appointment; however, a different salary rate is permitted if appropriate for the work performed and if allowed by the funding source. In the case of a federal grant or contract, the rate of pay must be the same as the base rate for the primary assignment.
 - 4.2 **Overload** is a term exclusive to employees of the CSU who are represented by the CFA. It refers to CSU additional employment in excess of a full-time workload, or when appropriate, in excess of a full-time time base. A faculty member paid 100% from federal grant funds may not work more than 100% time.
 - 4.3 **Outside Employment** is a CSU term that refers to any employment not compensated through the CSU payroll. Under this definition, employment directly compensated by a CSU foundation or other CSU auxiliary that is not paid through the CSU payroll is considered outside employment. Conflicts of interest are not permitted. When determining the maximum additional employment, all CSU employment and all outside CSU foundation/auxiliary employment are considered together.
 - 4.4 **Reimbursed time** is a mechanism whereby the SDSU Research Foundation reimburses the University for a portion of an employee's

regular position up to full-time, for work that is outside of the employee's regular work assignment and compensated from a different source. Reimbursed time is not considered "outside employment". It should be noted that the University is not able to reimburse the Foundation for employee effort.

- 5.0 Within the CSU system including all auxiliaries, and for specified portions of the year, employees may not be employed more than a total of 125% time. Further, no more than 100% effort may be paid at any time from federal funds or from the university general fund for faculty, management, or other professional level employees.
- 6.0 Faculty Unit Employees: Article 36 of the CFA MOU limits CSU employment (i.e., employment compensated through the CSU payroll) to the equivalent of one full-time position in a primary or normal work assignment. However, the MOU provides for additional employment of up to 25% of a full time position if the additional employment: 1) consists of employment of a substantially different nature from the primary or normal work assignment; or 2) is funded from a non-general fund sources; or 3) is the result of part-time employment on more than one campus.
- 7.0 Other Exempt Employees: represented or non-represented employees, including those in the Management Personnel Plan, may be assigned additional employment equivalent to 25% above a 1.00 full-time time-base if the additional assignment is unrelated to his or her primary work assignment.
- 8.0 Non-Exempt Represented Employees require payment of overtime at time and one-half the regular pay rate for hours worked over 40 in a workweek. If an employee holds both a non-exempt and an exempt position, the employee must be considered non-exempt for pay purposes.

Article 6: VACATION ACCRUALS AND USAGE (12-Month Appointments)

- 1.0 Twelve-month faculty appointments accrue vacation time at a rate of 16 hours per month for full time and on a pro rata basis for less than full time appointments (example: 16 hours x .40 appt = 6.4 hour accrual per month)
- 2.0 The College of Sciences requires that 12-month faculty report vacation usage on a San Diego State Attendance Summary <http://bfa.sdsu.edu/ps/forms.htm> for each day they are absent from work (except due to illness), equivalent with their 12-month appointment (example: 8 hours x .40 appt = 3.2 hours vacation usage per day) that the University is open.
- 3.0 The College of Sciences requests that all accrued vacation be used within the 12-month faculty appointment.

Article 7: UNIVERSITY GRANT PROGRAM (UGP)

(9/2007)

- 1.0 The UGP form may be downloaded from the Graduate and Research Affairs website.
- 2.0 Purpose: to support scholarly research, creative activities, and curriculum development; assist faculty at lower ranks to initiate research projects; permit faculty to bring advanced projects to completion; and help faculty develop their research program to compete for extramural funding.
- 3.0 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.
- 4.0 Application Components: Only one application per faculty member is allowed. The Committee will not consider any proposals with text beyond 3 pages.
 - 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) (3 pages maximum).
- 5.0 Narrative shall include the following:
 - a) Project objectives, background and research plan
 - b) Potential significance of project
 - c) Summary of work already completed, include prior funding
 - d) Where results will be disseminated
 - e) Potential for intellectual property (if appropriate)
 - f) Plans for future funding (if appropriate)
 - g) Project budget (one page with detailed breakdown)
- 6.0 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

- 7.0 The College Research and Professional Growth Committee shall review, rank, and forward its recommendations with a summary of rationale to the Dean.
 - 7.1 The Committee will receive applications, and forward recommendations according to the schedule provide each year by the University Grants Program (administered by the Division of Research Affairs).
 - 7.2 The Committee shall carry out its work in accordance with documents produced by the UGP and this document.
- 8.0 Each recipient shall submit a final report to the Office of Graduate Research by the date specified by that Office.

Article 8: DEPARTMENT CHAIRS/PROGRAM DIRECTORS REVIEW

(8/22/08)

- 1.0 The appointment of department chairs and program directors is described under “Chairs of Departments or Programs and Directors of Schools” in the SDSU Senate Policy file. The review of department chairs and program directors within the College of Sciences shall be conducted as follows:
 - 1.1 As stipulated by University policy, periodic review of each department chair and program director shall be completed by March of the third year after the initial appointment, and every two years thereafter.
 - 1.2 A committee from within the department or program will be appointed by the Dean.
 - 1.3 The committee will solicit input from the tenured and tenure-track faculty within the department. The review process should insure anonymity of the participants.
 - 1.4 The committee will assemble the comments and present the complete dataset and conclusions to the Dean. The committee may recommend to the Dean that the appointment of the Chair or Director be continued or terminated.
 - 1.5 The COS Dean may include additional input from other sources.
 - 1.6 The COS Dean will present the conclusions of the review to the Department Chair, with a summary of the conclusions provided to faculty and staff in the department.
 - 1.7 The COS Dean will forward a recommendation to the Provost.
- 2.0 The normal Chair appointment start date is the first day of the academic year.

Article 9: CLASS SCHEDULE COORDINATION

- 1.0 An Associate Dean of the College shall be responsible for coordination of academic class schedules.
 - 1.1 Department Chairs as a Council and as individuals shall provide assistance to the Associate Dean as requested.
 - 1.2 Responsibilities and Procedures
 - 1.2.1 Review all college and department class schedules in light of university enrollments.
 - 1.2.2 Determine anticipated seat demands for science classes at undergraduate and graduate levels based on the latest university enrollment data.
 - 1.2.3 Balance class offerings within and across departmental lines using any or all of the following methods:
 - a) Work with Enrollment Services to adjust classroom assignments to match anticipated class sizes
 - b) Add or delete class sections in response to enrollment demands
 - c) Provide additional instructor positions (TA and Lecturer) on a semester-to-semester basis as required to staff new class sections
 - d) Negotiate with the department chair, with support from the Dean, an adjustment of the ratio of teaching to released time as needed.

Article 10: HONORS, SCHOLARSHIPS, AND AWARDS

- 1.0 Faculty, Staff, and Alumni Awards. COS Nominees for the following awards will be recommended by an Associate Dean with the assistance of the Department Chairs and the Dean.
 - a) Monty Awards for both Outstanding Faculty Contribution and Alumni of Distinction
 - b) Northrop-Grumman Excellence in Teaching Award
 - c) CSU Wang Family Excellence Award. Nominees are recommended under specific categories for the natural sciences to the University Wang Committee.
 - d) Presidential Top 25 award. Faculty, Staff, and Members of the Community are eligible. Ordinarily 5 nominations are forwarded from the COS to the President's office.
 - e) CSUPERB awards.

2.0 Students

2.1 Scholarship and Awards

2.1.1 In consultation with COS Department Chairs and Directors an Associate or Assistant Dean shall provide data and other assistance when requested by University Advancement's Scholarship Office with regard to finding students who may be eligible for unused financial aid.

2.1.2 In consultation with COS Department Chairs and Directors the Assistant Dean of the college shall assist deserving students obtain financial aid through the Campanile Foundation and the Associate Director of Scholarships under University Advancement.

2.2 ARCS (Achievement Rewards for College Scientists)

2.2.1 ARCS award procedures shall be the responsibility of a committee of three, chaired by an Associate Dean of the College (or an Assistant Dean who reports to the Associate Dean).

2.2.2 The Associate Dean with consent of the Dean shall appoint two committee members. Committee members serve one-year terms without limit to number of consecutive terms served.

2.2.3 University Advancement and the University Scholarship Office will interact with the San Diego County ARCS Committee to determine the amount of money earmarked for SDSU and the type of student they wish to fund.

2.2.4 University Scholarship Office forwards ARCS applications to the college committee for review and prioritization.

2.2.5 The College committee selects applicants who will be scheduled (by the Scholarship Office) for interview by the committee. Ordinarily twice the number of applicants will be interviewed than the number of scholarships available.

2.2.6 College committee shall select scholarship recipients and notify the University Scholarship Office. The Scholarship Office completes the paper work. The Dean will be copied when students are notified.

Article 11: Research Foundation

Section 1: SUBMISSION OF LOW F&A RATE PROPOSALS

1.0 The SDSU Research Foundation (RF) F&A rates are calculated in accordance with federal guidelines. Final rates authorized are based on a negotiated agreement with the U.S. Department of Health and Human Services (HHS). Rates vary depending on whether the activity is classified as research, instruction or other

institutional activities, and whether the activity is taking place on or off-campus. The on-campus, research rate is currently 49.5%. A complete description of all the approved rates and a description of the direct cost basis may be found at the RF website.

- 2.0 Some private foundations and education grants do not provide sufficient F&A to cover these costs, demanding that other resources cover the real expenditures. To ensure that unfair burden is not placed on other research resources, the college will inspect all proposals with F&A rates less than 15%.
- 3.0 Any proposal with less than 15% F&A must provide a justification that includes at least two of the following:
 - a) The goals of the award are important to the college or to its units, i.e., there is intrinsic value to the project that warrants support even at a financial loss.
 - b) The proposed project is part of, and integral to, a larger research effort that would be harmed by its exclusion.
 - c) The proposed project represents seed funding or in some other way promises future proposals at higher F&A rates.
 - d) The proposed project PI or Co-PI is a probationary tenure-track faculty developing an initial research program.
 - e) The proposed project is for student support.
 - f) The proposed project is for support of international experiences for faculty and students.
 - g) The proposed project goal includes the establishment of new and promising educational programs.

Section 2: PROPERTY: INVENTORY and TRANSFER

- 1.0 For research personnel who have terminated employment with SDSU or SDSU Research Foundation, but will be employed by another University or college to continue the research, the following conditions are required to transfer research property.
 - 1.1 Property must have been purchased with sponsored project grant and contract funds or obtained as government furnished property.
 - 1.2 Property is used in the conduct of an active research project.
 - 1.3 Property will be titled to an eligible institution. Under no circumstance will property be transferred to an individual or for-profit organization.
 - 1.4 The transferring researcher is the principle investigator on the sponsored grant or contract.

- 1.5 A joint letter of justification is sent to the Director of Sponsored Research Administration (SRA) from the Dean of the College and the Department Chair. Upon approval the SRA will notify Finance & Accounting so that the items can be removed from the inventory. Include the following information.
 - a) Reason for the transfer.
 - b) To whom custody will be transferred.
 - c) How the property will be crated, shipped, and payment details.
 - d) At what point San Diego State University Research Foundation is relieved of liability for damages to the property.
 - e) Signature blocks for the following required approvals: Department Chair; Dean of COS; Director of Sponsored Research; Sponsored Research Administrator; and Finance & Accounting.
- 2.0 The principle investigator is charged with the responsibility of monitoring the cannibalization of SDSU Research Foundation property. It is against SDSU RF policy to disassemble usable property when cost effective options are available. The department chair shall oversee any equipment transfer.
- 3.0 The SR administrator is responsible for notifying Finance & Accounting regarding disposition of property at the completion of a grant or contract. As the University only accepts transfer of select items (see above), most property will remain on the inventory until it is broken, obsolete, or surplus. Records of fully depreciated assets shall be maintained as long as the property is in continuous use.