

California State University, Long Beach CLA Policy Statement 13--01

**COLLEGE OF LIBERAL ARTS POLICY AND PROCEDURES
FOR RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITY AWARDS
V. 2.9**

Approved by CLA Faculty Council 9/18/2024, Signed by Dean:  9/24/24

This policy structures committees that will decide on Research, Scholarly, and Creative Activities (RSCA) awards for reassigned time and faculty small grants and Mini-grants and Summer Stipends (MGSS); enables workload equalization between decision panels; conserves the scarce resource of available faculty committee service time in the College of Liberal Arts (CLA); and identifies eligibility and application procedures for the various RSCA awards.

1.0 RSCA Committee and MGSS Sub-Committee

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

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

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

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

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

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

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

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

40 1.2.3 No more than one person from any department or program can serve on
41 the MGSS sub-committee.

42 1.2.4 Members of this committee may *not* apply for MGSS awards.
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44 **1.3 Organizing the RSCA Committee.** The RSCA committee will function as an
45 umbrella committee to coordinate the application process for reassigned time
46 and MGSS grants. It will elect, at its first meeting, three members to constitute
47 the MGSS sub-committee in years when MGSS funds are available.
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49 1.3.1 The chair of the RSCA committee shall be elected by its members.

50 1.3.2 Members of the committee will be constituted into four review panels.
51 RSCA committee members will constitute three panels. Members from
52 the MGSS sub-committee will form a fourth review panel. This last panel
53 will take up a portion of the RSCA review work adjusted for the number
54 of MGSS applications considered.

55 1.3.3 No review panel shall have more than one faculty member from any
56 department or program.

57 1.3.4 Members of the RSCA committee or MGSS sub-committee *may* apply for
58 RSCA awards, but *may not* sit on the review panel that ranks their
59 application.

60 1.3.5 Members of the RSCA committee or MGSS sub-committee *may not* sit on
61 the panel that reviews any applications from a co-author, spouse,
62 domestic partner, child, relative, or “significant other” of the member.

63 1.3.6 The chair of the RSCA committee will coordinate the assignment of
64 applications to review panels and the normalization of scores for all
65 RSCA applications, and will have other duties assigned as appropriate to
66 a chair.
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68 **2.0 Award Eligibility**

69 **2.1 MGSS**

71 2.1.1 All members of Unit 3 not receiving new faculty reassigned time are
72 eligible to compete for MGSS awards. Faculty members with 12-month
73 full-time appointments are not eligible for summer stipends. Summer
74 stipend applicants may not have additional employment in the CSU or
75 an auxiliary equivalent to 6 WTUs or more during the summer.
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77 **2.2 RSCA (Assigned Time Awards and Faculty Small Grants)**

78 2.2.1 Tenured/tenure-track faculty not receiving new faculty reassigned time
79 and full-time lecturer faculty are eligible to complete for CLA RSCA
80 Assigned Time awards, inclusive of those receiving research support
81 through other internal or external sources.

82 2.2.2 Tenured/tenure-track and full-time lecturer faculty, including those
83 receiving new faculty reassigned time, are eligible to compete for CLA
84 RSCA Faculty Small Grant funding.

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86 **3.0 Award Application**

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88 3.1 Faculty are encouraged to apply for support for their research, scholarly, and
89 creative activities. There are two distinct internal award programs granting four
90 types of awards at CSULB: (1) Research, Scholarly and Creative Activities
91 (RSCA) awards for assigned time and faculty small grants and (2) Mini-
92 Grants and Summer Stipends (MGSS) awards. Faculty may only accept one of
93 these four awards per application cycle.

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95 **3.2 Activities Supported**

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97 3.2.1 The following activities are eligible for all RSCA/MGSS Awards:

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99 3.2.1.1 Scholarly, peer-reviewed, and basic research

100 3.2.1.2 Community-engaged and applied research

101 3.2.1.3 Creative activities

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103 3.2.2 The following activities are ineligible for any RSCA/MGSS Awards:

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105 3.2.2.1 Curricular development or improvement

106 3.2.2.2 Department or college programs or facilities

107 3.2.2.3 Completion of requirements for an advanced degree

108 3.2.2.4 Community service

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110 **3.3 Types of Awards**

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112 3.3.1 Reassigned Time Awards.

113 Each award will be equal to three units of assigned time for one
114 semester in one year.

115 3.3.2 Faculty Small Grants

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

120 3.3.3 Mini-Grants

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

131 3.3.4 Summer Stipend Award

132 Academic Senate policy states: “Summer stipends are equivalent to the
133 prevailing 3-WTU Vacant Rate to support a recipient in continuance of
134 scholarly and creative activity during the summer.”
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136 4.0 Evaluation Criteria

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139 4.1 In establishing its rankings, the RSCA Awards committee will take into account
140 the merit of the proposed work; the applicant’s track record as the result of
141 prior awards; how access to research support, or lack thereof, impacts faculty
142 history in order to work toward equitable outcomes for those with access to
143 fewer resources (e.g. assigned time, funding, and other types of research
144 support) or life events (e.g. leaves of absence, major service or administrative
145 roles, changing publishing timelines, etc.); and the resources the applicant has
146 and will have to accomplish their scholarly and creative work. Awards shall be
147 based primarily on the quality of the proposed research or creative activity as
148 outlined in the proposal. Proposals should be clear and accessible to reviewers
149 outside the applicant’s discipline. Criteria include:

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151 4.1.1 Significance of the research, scholarly, or creative activity;

152 4.1.2 Extent to which the methodology is appropriate to the stated purpose;

153 4.1.3 Likelihood that the work proposed will be completed within the timeline;

- 154 4.1.4 Extent to which the project will promote the faculty member’s scholarly,
155 community-engaged and applied research, or creative activities,
156 development, direction, and purpose;
- 157 4.1.5 Probability that the project will lead to peer-reviewed publication,
158 exhibitions, external grant proposals; scholarly collaborations and
159 partnerships with communities outside the university that result in
160 non-traditional scholarly or creative products, including, but not limited
161 to, exhibits, nonprofit reports, policy development, among other
162 scholarly, applied, and creative outcomes. The University RTP policy
163 states: “The Scholarship of Engagement includes: a reciprocal
164 relationship with communities that yields innovations with disciplinary
165 expertise, can be replicated, documented, is professionally and/ or
166 peer-reviewed, and has evidence of impact”; and
- 167 4.1.6 Extent to which the project benefits the university mission.

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169 **4.2 RSCA and MGSS Awards Application**

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- 171 4.2.1 The application form for the RSCA and MGSS awards shall be made
172 available through the CLA website.
- 173 4.2.2 Applicants should bear in mind that MGSS proposals are read and
174 evaluated by the CLA MGSS sub-committee, the College Dean, and the
175 University MGSS committee. As such, proposals should be written so
176 that they are accessible to faculty from diverse disciplines across the
177 University.
- 178 4.2.3 Reports of Work Accomplished for previous RSCA awards should *not* be
179 forwarded with the Application, but summarized in the application. Send
180 Reports of Work Accomplished directly to the Office of Research and
181 Sponsored Programs.
- 182 4.2.4 The application should be prepared using 12-point type and one-inch
183 margins.

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185 **4.3 Application Clusters for MGSS**

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- 187 4.3.1 Applications for MGSS are reviewed in "clusters" at the University level.
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- 189 4.3.1.1 Cluster A: Basic or Applied Research in natural sciences,
190 Engineering, or mathematics.
- 191 4.3.1.2 Cluster B1: Applied Research in business administration, health,

- 192 human services, education, public administration, or library
- 193 scholarship.
- 194 4.3.1.3 Cluster B2: Basic Research in humanities, social sciences, fine
- 195 arts scholarship.
- 196 4.3.1.4 Cluster C: Creative Activity in fine arts and creative writing
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198 **4.4 Application Domains**

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- 200 4.4.1 Applications must address the following domains:
- 201 4.4.2 Information about applicant, including but not limited to name, title,
- 202 rank, and title of proposal.
- 203 4.4.3 Proposal text.
- 204 4.4.4 Faculty history covering the last five years, including: a list of all recent
- 205 publications and presentations,
- 206
- 207 4.4.4.1 a list of sources of workload assigned time for the last four
- 208 years with a description of duties or activities supported by
- 209 this assigned time,
- 210 4.4.4.2 a list of any other sources of support for the project
- 211 including external support available to the project at the
- 212 time of application.
- 213 4.4.4.3 The “last five years” consist of the academic year in which
- 214 the proposal is submitted (including forthcoming work in
- 215 that year) and the prior four academic years.
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- 217 4.4.5 For Mini-Grants, the proposed Mini-Grant budget.
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219 **5.0 RSCA Committee and MGSS Sub-committee Decisions**

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- 221 5.1 Each panel (formed as in 1.3 above) evaluates a set of proposals.
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- 223 5.1.1 Panel members shall not see the proposals of other panels except when
- 224 required for the resolution of ties (see 5.1.8).
- 225 5.1.2 Panel members' own proposals (or other proposals that could represent
- 226 conflict of interest-----such as a partner's, spouse's or co--author's) are
- 227 allocated to other panels.
- 228 5.1.3 Individual reviewers submit their scores to CLA Dean's office staff, who

229 will remove reviewer identities. Those scores will then be normalized by
230 the RSCA committee chair with support from CLA Dean's Office Staff, as
231 needed.

232 5.1.4 A ranked ordering is produced for each panel's scores.

233 5.1.5 The panel shall meet to discuss and resolve ties before finalizing scores.

234 5.1.6 Final scores are sent to the RSCA committee chair and the CLA Dean's
235 Office staff, who compiles a master ranking.

236 5.1.7 The master ranking will be shared with all members of the RSCA
237 committee.

238 5.1.8 The committee shall meet to discuss and resolve ties on the master
239 ranking as necessary. Committee members whose proposals are under
240 discussion, or have conflicts of interest identified in 1.3.5 shall be
241 recused from this discussion.

242 5.1.9 The RSCA committee panels and MGSS sub-committee shall produce a
243 written comment for each proposal specifying its strengths and
244 weaknesses.

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246 **5.2 Forfeited awards**

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248 5.2.1 Awards that are forfeited for any reason should be given to the next
249 Eligible person identified by CLA RSCA committee rankings in the
250 current, ranked applicant pool at the time of forfeiture. Similarly, if any
251 additional monies are added to the pool of resources at any time, any
252 additional awards should be given to the next eligible person identified
253 by the CLA RSCA committee rankings. The Dean's office will
254 communicate these actions to the Chair of the CLA RSCA committee.

255 5.2.2 Awards that are forfeited later than December of the academic year of
256 intended implementation will be put into the following competition
257 year's pool.

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259 **5.3 Award Decisions**

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261 5.3.1 The final decision on reassigned time awards shall rest with the Dean of
262 CLA. Normally, the Dean's decisions will follow the RSCA committee's
263 rankings. The Dean will report to the RSCA committee any change, and,
264 at their discretion, a rationale for the change. The final decision on MGSS
265 awards rests with the University MGSS committee.

- 266 5.3.2 Decisions are final. There is no appeals process.
- 267 5.3.3. Applicants are encouraged to review the committee's comments
- 268 concerning the strengths and weaknesses of their proposals.
- 269 | 5.3.4. The list of RSCA and MGSS awardees and the project titles will be posted
- 270 on the CLA website.