



MEMORANDUM

To: UNC Research Community
From: Robert P. Houser, AVP for Research & Sponsored Programs
Subject: 2017-2018 Faculty Reassignment Awards for RSCW
Date: October 19, 2016

The Faculty Reassignment for RSCW Program offers up to 60 credit-hour equivalents of faculty teaching release to give faculty members a concentrated assignment in research, scholarship, and creative works (RSCW) during the 2017-2018 academic year. The program is an outgrowth of the UNC's Research Plan, and the 2017-2018 academic year will be the 6th year this program has been in effect.

The reassignment program addresses Goal 1 of the Research Plan, which focuses on helping faculty members increase their time for scholarly endeavors. Most awards will take the form of a reassignment from one class during a single semester with the expectation of increased research productivity. Colleges will be reimbursed for the actual cost of adjunct instructors hired to cover reassigned courses at the unit-prescribed rate (at no more than \$1,576 per credit hour, plus applicable fringe benefits) according to Table 1.

The award is designed for faculty members with productive programs of scholarship relative to their rank, and who, with the reassignment, would be able to devote an increased portion of their overall work assignment to RSCW. This program targets faculty in any rank, including contract-renewable individuals, who have achieved a sufficiently strong track record and who have accomplished the necessary groundwork to make significant progress on a clearly defined scholarly project within their discipline.

The faculty member should develop a plan for completing (or at least making significant progress on) a RSCW project during the semester of the reassignment. Although the applicant may be juggling several ventures during the semester for which the request is made, a single, well-developed project should be the primary focus of the plan.

Two types of awards are offered:

Standard reassignment award: One-course semester reassignment during the academic year.

Alternative 1: A brief period of intensive time for RSCW within the semester. This model is designed for faculty members who are unable to be reassigned from an entire course but would benefit from a brief reduction in on-campus duties (e.g., a two-week stint to collect data, perform at several venues, or engage in another short-lived but rigorous scholarly activity). The applicant should describe and justify the proposed arrangement.

Selection of Award Recipients. Deans establish their own deadlines, specify any additional selection criteria, implement an invitation process for applicants, and make awards with input from their leadership teams (e.g., a standing or ad hoc advisory group might include school directors, chairs, and representative faculty).

Dean's offices must return the awardee data (using the attached *Faculty Reassignment for RSCW Cover Sheet*) and application materials (2-page prospectus, and CV) for each *awarded* application to the Office of Research (research@unco.edu) no later than one month after awardees have been notified.

The minimum criteria for awards were established by the Research Advisory Council and the AVP for Research:

1. Applicant is a full-time faculty member working in a tenured, tenure-track, or contract-renewable position for which accomplishments in research, scholarship, or creative works are an expectation.
2. Faculty member makes a solid case for having established a strong track record and the necessary groundwork to be able make significant progress on a clearly defined project in the discipline. Groundwork will depend on the project but may include such initiatives as having established partnerships, collected pilot data, examined historical artifacts, submitted an application to the IRB or IACUC, obtained instruments, ordered supplies, or summarized relevant literature and practices.
3. Faculty member develops a strong plan in which he or she:
 - a. Prepares a compelling 2-page (single-space, 12-point font) prospectus for a meritorious project in research, scholarship, or creative works that contributes to a defined area of scholarship;
 - b. Includes a timeline of project activities for the semester and explains how it will be possible to advance on the project during the period;
 - c. Agrees to follow all relevant University rules and regulations in the conduct of the scholarship;
 - d. Agrees to describe the reassignment during the faculty evaluation process;
 - e. Agrees to submit a 2-page summary of activities, specific outcomes, and future plans related to the reassignment to the Dean and the Assistant Vice President for Research within three months following the completion of the reassignment;
 - f. Signs the 'Faculty Reassignment for RSCW' cover sheet;
 - g. Obtains the required approval signatures on the 'Faculty Reassignment for RSCW' cover sheet.

Allocation of Awards to Units. Faculty Reassignment Awards are allocated to the colleges and Library based on the percentage of FTE in their units.

Table 1. Allocation of Awards to Units

Administrative Unit	FY2016 FTE in Unit*	Percentage of FTE in Unit	Calculation of Percentage Applied to 60 Credit Hour Awards	Final Allocation
EBS	98	20.21%	12.12	12
HSS	111	22.89%	13.73	14
MCB	33	6.80%	4.08	4
University Libraries	15	3.09%	1.86	2
NHS	146	30.10%	18.06	18
PVA	80	16.49%	9.90	10
University College	2	0.41%	0.25	0
Total	485	100.00%	60.0	60