



UNIVERSITY OF
NORTHERN COLORADO

Office of Research
Office of Sponsored Programs

To: UNC Faculty
College Deans
From: Robert P. Houser
AVP for Research & Sponsored Programs
Subject: 2018-2019 Faculty Teaching Reassignment for RSCW Awards
Date: October 5, 2017

The Faculty Teaching Reassignment for RSCW program offers one-course faculty teaching releases to give faculty members a concentrated assignment in research, scholarship, and creative works (RSCW) during the 2018-2019 academic year.

The reassignment program 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. The actual cost of adjunct instructors hired to cover reassigned courses at the college-prescribed rate (at no more than \$1,576 per credit hour, plus applicable fringe benefits) will be covered by this program. Teaching release allocations are made to colleges proportionally 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. If the applicant anticipates juggling several ventures during the semester for which the request is made, one primary project should be identified as the applicant's focus.

Two types of awards are offered:

Option 1 (Standard reassignment award): One-course semester reassignment during either the Fall 2018 or Spring 2019 semester.

Option 2: 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. Colleges establish their own deadlines, specify any additional selection criteria beyond Awardee Minimum Criteria (see below), 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). An optional review form for guiding the evaluation of applications is available on the Office of Research website.

New this year: Dean's offices must return the awardee data (using the *Faculty Teaching Reassignment for RSCW Cover Sheet* available on the Office of Research website) for each application recommended for an award to the Office of Research **prior to notifying the awardees**. The Office of Research and the AVPR will review college recommendations, send a formal award letter, and assist college business managers in setting up the awards.

Awardee Minimum Criteria. The minimum criteria for awards were established by the Research Advisory Council and the AVPR:

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 AVP for Research within three months following the completion of the reassignment;
 - f. Signs the *Faculty Teaching Reassignment for RSCW Cover Sheet*.
 - g. Obtains the required approval signatures on the cover sheet.

Allocation of Awards to Colleges. Faculty Reassignment Awards are allocated to the colleges and University Libraries based on the percentage of FTE in their units.

Table 1. Allocation of Course Releases to Colleges

Administrative Unit	AY 2016-17 FTE*	Percentage of FTE in Unit	Faculty Awards
EBS	96	19.8%	5
HSS	116	23.9%	6
MCB	33	6.8%	2
Ulibraries	15	3.1	1
NHS	152	31.3%	8
PVA	71	14.5%	4
Univ College	2	0.41%	1
Total	485	100%	27

*Full-time faculty regardless of tenure status as of the official freeze date of 11/01/2016 for the academic year indicated. The information in this chart matches the counts used for IPEDS HR reporting.