

## POLICY ON THE ASSIGNED TIME FOR RESEARCH PROGRAM

Research enhances instruction and faculty development. The commitment of a modest proportion of California State University, Fresno's resources for the support of instructionally related research will have significant positive effects on the University's academic programs and faculty development. All full-time faculty are eligible to apply.

This program for supporting faculty research shall conform to CSU rules and resource allocation practices. Awards for assigned time shall be for designated periods and listed using the appropriate research codes in the faculty load reports. Similarly, departments and colleges/schools shall remain responsible for meeting FTES assignments.

In consultation with the Academic Senate, resources equivalent to approximately one percent of FTEF should be set aside each academic year for awards of assigned time. The final decision regarding the award of assigned time resides with the Provost and Vice President for Academic Affairs (Provost) or designee.

- A. The Provost or designee shall notify the faculty regarding deadlines, for making necessary information and forms available to interested faculty, and for receiving the applications forwarded from the college/schools and providing them to the Research Awards Committee.
- B. Faculty members <sup>1</sup> shall submit proposals for assigned time for research to the department for review. Each department shall review each proposal and make a recommendation on each proposal. Departments and/or chairs may consider and comment upon the ability of the department to maintain necessary curricular offerings should the assigned time be granted. Departments shall rank order the proposals in terms of scholarly and/or creative merit. The chair may make a separate recommendation and ranking. The department recommendation, and/or department chair recommendation, shall be forwarded to the college/school review committee.
- C. The college/school review committee shall review each proposal and the recommendation of the department, and if separate, the department chair and make a recommendation on the proposals. The committee shall rank order the proposals in terms of scholarly and/or creative merit. The committee may consider and comment upon the ability of the department to maintain necessary curricular offerings should the assigned time be granted. The committee shall make a recommendation on each proposal and forward it to the dean with the recommendations from the department and the department chair, if separate.
- D. The dean shall review each proposal and the recommendations of department, the department chair, if separate, and the college/school committee. The dean shall rank order the proposals. The dean may consider and comment upon the ability of the department to maintain necessary curricular offerings should the assigned time be granted. The dean shall make a recommendation on each proposal and forward it to the Research Awards Committee, via the ~~University Grants and Research Office~~ Division of Research and Graduate Studies, with the recommendations from the department, department chair, if separate, and the college/school committee.

---

<sup>1</sup> Applicants for assigned time or research awards through this program shall be ineligible to serve at any level of review of proposals for assigned time.

- E. The Research Awards Committee shall review each proposal and the recommendations of department; the department chair, if separate; the college/school committee; and the dean. The committee shall rank order the proposals in terms of scholarly and/or creative merit. The committee shall make a recommendation on each proposal and forward it to the Provost or designee with the recommendations from the department, department chair, if separate, and the college/school committee and the dean.
- F. The Provost or designee shall make the final decision regarding the award of assigned time. All applicants shall be notified in writing of the Provost's decision.
- G. The Research Awards Review Committee shall establish standards for evaluating those research projects that receive support. Such standards shall include the requirement of a written report on how the assigned time was used. A faculty member's use of assigned time shall be explicitly taken into account in evaluating any subsequent applications and shall be evaluated during the retention and tenure and promotion process.
- H. Nothing in this program is intended to discourage colleges/schools and departments from devising other means to support faculty research through their own resources.

**Reference:** Policy on Assigned Time (APM 354).

---

Recommended by the Academic Senate as  
 part of "WASC - Comments and  
 Recommendations on Research"  
 Approved by the President  
 Amended

May 1985  
 August 1985  
**April 15, 2003**