College of Applied Sciences and Technology

Assigned Time Guidelines for Scholarly Productivity

These guidelines are designed to provide faculty direction for assigned time research and scholarly productivity. It is imperative that faculty members work closely with the school or department chair when planning assigned time activities. The department/school chair must approve all assigned time contracts. A departmental *Memorandum of Agreement* should serve to clarify a faculty member's goals for the assigned time.

I. Assigned time for tenure-track faculty

The following are minimum levels of productivity for the academic year (3 hours of assigned time for fall and spring semesters). If a faculty member receives more than three hours of assigned time per semester for the academic year, expectations are increased proportionally. It is anticipated that all faculty who receive assigned time for scholarly productivity will make every effort to involve students in their investigations and integrate their research findings into classroom experiences. Faculty are expected to complete assigned time activities in a timely manner. Assigned time activities will be evaluated as part of the department merit/salary decisions.

A. Publications

For each academic year a faculty member receives 3 hours of assigned time per semester (fall and spring), the faculty member will be expected to submit at least one refereed manuscript as sole author or lead author (not an abstract).

B. Grants

A faculty member will be expected to acquire funding to support research. For each academic year a faculty member receives 3 hours of assigned time per semester (fall and spring), the faculty member will be expected to apply for one grant from an external funding agency as principle investigator, unless significant external funding is guaranteed for the following year.

C. Presentations

For each academic year a faculty member receives 3 hours of assigned time per semester, the faculty member will be expected to make one refereed presentation of research and/or scholarly productivity results at a national or international meeting.

D. Creative Endeavors

When appropriate, faculty may pursue independent or collaborative creative endeavors as an assigned time activity. The following criteria¹ are to be used to evaluate creative activities (e.g., video productions, interactive computer projects, CD ROM programs, interior design work, consulting with outside organizations, proprietary research, etc.):

- 1. The activity must be useful to others in the profession. There must be evidence that the end product is being used by others as opposed to just the creator.
- 2. There must be a planned and disciplined approach to the activity's development, design and implementation. The activity must reflect contemporary content, strategies, design or media components.
- 3. The completed activity must be publicly verifiable. The activity must be documented via product, pictures, programs, models or other appropriate means.
- 4. The activity must be refereed, juried or competitive in nature.

Based upon a faculty member's assigned time proposal, the chair can agree to substitute a creative endeavor for the expectation that the faculty member will submit at least one refereed manuscript.

II. Assigned time for tenured faculty

After achieving tenure, faculty are expected to continue a successful record of scholarly productivity described in section I. Tenured faculty may receive 3 hours assigned time per semester at the discretion of the school/department chair and college dean. Assigned time activities will be agreed to prior to the faculty member receiving the assignment.

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¹ CAST Promotion and Tenure Document