

APPLICATION FOR REASSIGNED TIME FOR RESEARCH

Name _____ Date _____

Rank _____ Department _____

Reassigned time **requested** (not more than six credit hours per semester): (in Bold)

Semester _____ Year _____ Credit Hours _____

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PLEASE NOTE: Each credit hour equates to a minimum of 45 hours of research time during the semester requested.

APPLICATION REQUIREMENTS (YOU MUST USE THE MOST RECENT ON-LINE REVISION OF THE APPLICATION FORM. OUTDATED APPLICATION FORMS WILL NOT BE ACCEPTED.)

A. Present a clear statement, **in layman's terms (with the idea that people outside your discipline will need to understand)**, of the following:

- 1) The research question(s), hypothesis(es), or objective(s)
- 2) **Discuss the rationale or basis for the research or creative work**

B. Identify the relevance or contribution to:

- 1) The body of research
- 2) Creative or pedagogical knowledge in your discipline
- 3) Your area of teaching and your students

C. Supporting documents

- 1) A current curriculum vitae which includes publications and/or presentations as well as a listing of previously University-funded projects
- 2) Knowledge and skills necessary to execute the project (e.g., documentations of your previous work and/or study in the subject area)
- 3) Indicate that the facilities and resources necessary to complete the project are available.

D. Previous request. If you have been granted reassigned time for research, please submit the following information:

- 1) Semester/Year, Topic, and Credit Hours
- 2) Is the current project directly related to your previous work during that reassigned time? If yes, please **elaborate: discuss the similarities and/or differences from your previous work**

E. Because of limited reassigned time for research, it important that the Review Committee have the following information. Please indicate "yes" or "no". You may wish to elaborate on appropriate items.

Yes _____ No _____ 1. My project has been worked on in a previous sabbatical leave and/or leave of absence.

Yes _____ No _____ 2. I have applied for or received other release time for this project. (If yes, please indicate (a) source _____ and (b) number of credit hours _____.)

Yes _____ No _____ 3. I would be willing to accept less reassigned time than requested and still be able to begin/continue work on this project.

F. Submit six (9) copies of all materials to the Research and Development Committee, c/o the Provost/Vice President for Academic Affairs, by the close of business on November 6.

Signature of Applicant _____

Signature of Department Chairperson _____

(The signature of the chairperson is not related to an evaluation of the project. It simply indicates acknowledgement of the Chairperson that the application has been made.)

*Revised June 2000
Rev. Senate: R-06-04-02 Admin. Approval: 9/6/06*

REASSIGNED TIME FOR RESEARCH

Under terms of the CSU-AAUP contract specified minimum credit hours of faculty load must be reassigned for research for each semester. All members of the bargaining unit are eligible to apply. No individual may be awarded more than six (6) credit hours of reassigned time for one semester. The term “research” is intended to be broadly interpreted. (See definition of Faculty Scholarship under Personnel Policies in Faculty Handbook.)

I. NOTIFICATION

Notification of the deadline for submission of applications for either or both semesters of the following academic year will be published in the *WestConn Report* by the Provost/Vice President for Academic Affairs at the beginning of the Fall term. Application forms can be found in the online *Faculty Handbook*. Please be sure to use the most current version of the application.

II. APPLICATION

Application deadline is November 6th. Faculty members may apply for reassigned time by using the prescribed application form, a copy of which follows. The application may request reassigned time for more than one semester. ~~Six~~ **Nine** copies of the application and supporting materials must be received in the office of the Provost/Vice President for Academic Affairs by the close of business on November 6th. Late applications cannot be accepted. **You must use the application form found in the current Faculty Handbook, which is available on the WCSU webpage. Other application forms will not be accepted.**

III. COMMITTEE ACTIONS

A subcommittee of the Research and Development Committee will review the applications received and make recommendations using the following criteria:

1. The nature of the research question, the premise of the creative work, or the rationale for the instructional or curricular research project, which must be clearly stated.
2. The applicant should give evidence of specific knowledge and skills necessary to execute the project.
3. The applicant should indicate that the facilities and resources necessary to complete the project are available.
4. The applicant should indicate how the project will contribute to the body of research, creative or pedagogical knowledge in the applicant’s discipline.

B. The Research and Development committee requires a current curriculum vitae which includes publications and/or presentations as well as a listing of previously University-funded projects.

C. The Research and Development Committee will submit its recommendations to the University President or his/her designee.

D. The Committee will inform each applicant of the recommendation made in regard to his/her application.

IV. ADMINISTRATIVE ACTION

The University President or his/her designee will notify successful applicants regarding reassigned time awarded.

V. REPORT(S)

A summary of the results of a reassigned time award shall be submitted to the Research and Development Committee by the end of the first week in September after the reassigned time was awarded. Submission of a final report is required for consideration of future Reassigned Time For Research awards.

Spring 1988; Rev. Spring 1990, Sept. 1992, Feb. 1998

Rev. Senate Approval: (R-05-02-06), 3/16/05

Admin. Approval: 4/19/05

Rev. Senate Approval: R-06-04-02

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RESEARCH AND DEVELOPMENT COMMITTEE BYLAWS

I. AREAS OF RESPONSIBILITY

- A. To develop and recommend policies to encourage and support research at Western Connecticut State University.
- B. To facilitate and review research efforts on the campus and with other organizations, e.g., a research corporation or foundation, as necessary.
- C. To recommend review procedures governing Western Connecticut State University contractually mandated reassigned time for research.
- D. To review and make recommendations to the Provost/Vice-President for Academic Affairs on applications for reassigned time for research.
- E. To receive and document the submission of reports of the activities and results of approved reassigned time for research projects.
- F. To cooperate and coordinate with other campus bodies and administrators in actively promoting and publicizing the scholarly activities of the WCSU community.
- G. To keep a proper record of all committee actions.

II. MEMBERSHIP

- A. Total membership: 9
 - 1. Seven (7) teaching faculty members, no more than two from each school or from the Library/Counselors/Coaches group.
 - a. Five (5) selected by the teaching faculty for overlapping three-year terms, with one from each School and one from the Library/Counselors/Coaches group.
 - b. Two (2) administratively appointed for overlapping three-year terms.
 - 2. One (1) non-teaching faculty members selected by the members of the committee.
 - 3. Director of Grant Programs or designee.
 - 4. During a year in which a Research and Development Committee member applies for reassigned time for research, their committee membership shall be suspended for the fall semester (during which time applications for reassigned time are considered) and they shall not participate in the evaluation of applications. Upon notice of such application by the committee member, the Chair of the committee shall contact the Nomination and Elections Committee Chair and request the name of the runner-up from the school or group's most recent election that the applicant represents, so they may request that they substitute for the elected member for the application review and selection process during the fall semester.

III. CONDUCT OF BUSINESS

- A. Meetings
 - 1. The first meeting of each academic year shall be convened by the newly elected chairperson. At this meeting, the committee shall receive and document reports of the previous years' reassigned time for research projects.
 - 2. All members of the committee will have voting power, except when there is a conflict of interest.
 - 3. Actions of the committee will be affirmed by a majority vote of those members present at any duly scheduled meeting.
- B. Officers
 - 1. The chairperson shall be elected by majority vote of next year's committee members at the last meeting of the academic year.

2. The position of secretary shall be filled by each members in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee.

C. Reports

1. The committee shall report through its chair all policy recommendations to the University Senate.

2. The committee shall submit to the Provost/Vice-President for Academic Affairs and The University Archivist a copy of the reports of the projects of the previous year.

3. The committee shall submit an annual report to the University Senate.

4. The committee shall report to the faculty-at-large on all pertinent matters.

5. The committee shall submit reports to other organizations as required and necessary.

D. Minutes

Minutes of all meetings shall be distributed to:

1. All members of the committee.

2. University Senate President.

3. University Archivist (2 copies).

E. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum and the approval of the University Senate and the President of the University.

Sept. 16, 1980; Rev. Senate approval: Jan. 21, 1990 (R90-2-2); Admin. Approval: May 8, 1990

Rev. Senate Approval: Nov. 14, 1990 (R90-11-9); Admin. Approval: Feb. 1, 1991

Rev. Senate Approval: Apr. 17, 1991 (R91-4-11); Admin. Approval: May 15, 1991

Rev. Senate Approval: Dec. 18, 1991 (R91-12-6); Admin. Approval: Apr. 14, 1992

Rev. Senate Approval November 15, 2000 (R-0010-05)

Admin. Approval: December 14, 2000

Rev. Senate Approval: (R-05-02-05), 3/16/05

Admin. Approval: 4/19/05

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Admin. Approval: 5/4/07