November 11, 2013

Dear Colleagues,

Please consider submitting an application for research reassigned time. Applications are due electronically to mulcahy_cam@ccsu.edu by Monday, December 9, 2013. Guidelines for preparing and submitting your proposal and the proposal evaluation form have been emailed to you and are also found on the SEPS-GC Blackboard Vista page. You may apply for 2014-2015 research reassigned time for fall and/or spring semester.

A little background in case you are new to CCSU or to the application process: The CSU-AAUP Collective Bargaining Agreement provides for a pool of Research Reassigned Time (RRT) that is allocated to each academic school (see Article 10.6.4 on page 73 of your contract). Our school expects to receive about 19 semester hours of RRT for 2014-2015 which the dean will allocate to faculty.

We use a faculty-driven process to guide the dean’s decisions. A small faculty committee blind reviews each proposal using an evaluation form. They then make a recommendation to the dean through the SEPS-GC president who matches the blind recommendations to the names of the applicants. The recommendation rank orders proposals that merit an award of reassigned time and also suggests the amount of time that is appropriate (1 credit to 6 credits; awards greater than 3 credits are rare). Historically, the SEPS-GC president has managed the process which is why I am the person sending you information. I will also be seeking volunteers to chair and join the committee. Only people who are not applying for RRT will be eligible.

One of the real strengths of the CSU-AAUP Collective Bargaining Agreement is that it provides specific and steadily increasing support for the faculty by establishing contractually-mandated funding for travel, faculty development, curriculum development, sabbatical leaves, and RRT. AAUP and management had foresight: having these funds in the contract protects us in tough times. But we benefit from these articles of our contract only when we apply for support. Junior faculty are especially encouraged to use RRT to establish their research programs and prepare for promotion and tenure.

Cordial regards,

Cara M. Mulcahy.
MEMORANDUM

TO: School of Education & Professional Studies Faculty
FROM: Cara Mulcahy, SEPS Governance Council President
CC: Michael Alfano, Dean
DATE: November 11, 2013
SUBJECT: Request for 2014-2015 Research Reassigned Time Proposals
Due Monday, December 9, 2013 to Mulcahy_Cam@ccsu.edu

The following guidelines have been developed over the years by the Research Reassigned Time (RRT) Committee in consultation with the dean.

1. Only School of Education and Professional Studies faculty are eligible. (Faculty from other schools who are involved in teacher preparation have access to their home academic school’s application process.)

2. Reassigned time for research may be requested for one or two semesters up to a maximum of 6 credits total for any one year (see Article 10.6.4 of the Collective Bargaining Agreement). In the past, the typical award has been 1-3 load credits.

3. The proposed project can be qualitative, quantitative, mixed methods, or theoretical.

4. Proposals with a specific curriculum/course development component are not typically considered for RRT. However, curriculum projects that have a clearly articulated research or evaluation component may be appropriate.

5. Faculty members on the Research Reassigned Time Faculty Committee may not also submit a proposal for RRT during the year they serve on the committee.

6. Upon completion of research projects, recipients of Research Reassigned Time shall submit a formal summary (inclusive of activities, analysis, and recommendations) to the dean of the School of Education and Professional Studies by the start of the semester following the close of the reassigned time period. In addition, research findings should be shared with members of the School of Education & Professional Studies and presented in appropriate professional venues.

7. Research Reassigned Time is allocated at the discretion of the dean of the School of Education & Professional Studies to support projects that are germane to the research interests and expertise of individual faculty members. Preference will be given to those projects that link to the broader goals and mission of the School of Education & Professional Studies and the University, and to those projects submitted by new faculty seeking to establish or solidify a research agenda.

In consultation with the dean, the RRT Committee also developed the following process for submission and evaluation of RRT proposals:
1. Submit proposals to the President of SEPS Governance Council. At the same time, an information copy of your proposal should be shared with your department chair. **All submissions are to be done electronically.**

2. The due date is established annually in consultation with the dean. Proposals for 2014-2015 RRT will be due Monday, December 9, 2013 to Mulcahy_Cam@ccsu.edu.

3. Cover sheet, guidelines for writing the proposal, and an evaluation form for the proposal are emailed to SEPS faculty.

4. Proposals are subject to blind review by an ad hoc faculty committee composed of volunteers from SEPS.

5. Recommendations from the RRT Committee are forwarded to the dean of the School of Education & Professional Studies. The dean considers these recommendations in making a decision about RRT awards.

6. The dean shares RRT decisions with applicants, their chairs, the SEPS-GC President, and members of the RRT committee.

Questions about the Research Reassigned Time proposal process may be directed to Cara Mulcahy (mulcahy_cam@ccsu.edu).
GUIDELINES FOR WRITING A PROPOSAL

Cover page. This is the only place where your name should appear.

Page with Project Title and Brief Abstract

Proposal Narrative. Please limit to 5 pages.

1. Explanation of project purpose, research topic and questions.

2. Description of the significance of the project to the broader goals and mission of the School of Education & Professional Studies and the University.

3. Statement of your qualifications and background related to the project, including significance of the project to your scholarly agenda.

4. Overview of background knowledge with citations to appropriate literature.

5. Overview of methodology/research plan, including description of proposed data collection and/or research/analysis methods.

6. Articulation of project time line, including explanation of and justification for the reassigned time requested.

7. Description of dissemination plan for project results, including identification of proposed presentations, publications, etc.

Attachments:

1. Reference list.

2. Other information as needed for a thorough review of your request. For example, if you are writing a book and have an outline, contract, or other substantiation, include the documentation. If you have received permission from a school and/or from HSC to conduct your research, include documentation. Remove personal identifiers from your appended documents so that we may use them as part of the blind review. And, while we would prefer to have all documentation in electronic form, you may submit a single hard copy to Karen Beyard in Barnard 320 if scanning and submitting electronically would be a barrier.

HSC Requirement: Prior to collecting data, all research involving human participants must be submitted for review to the Human Studies Council (CCSU’s institutional review board). When you apply for RRT support, you agree to submit your project for HSC review. Go to http://www.psychology.ccsu.edu/waite/human_studies_council.htm
**RESEARCH REASSIGNED TIME (BOT/AAUP 10.6.4) PROPOSAL EVALUATION FORM**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>RATING</th>
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<tbody>
<tr>
<td>1. Clarity of project purpose, research topic, and questions</td>
<td>Unclear 1 2 3 4 5 Very Clear</td>
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<tr>
<td>Comments:</td>
<td></td>
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<tr>
<td>2. Significance of project to SEPS/CCSU mission and goals</td>
<td>Not clearly related 1 2 3 4 5 Highly related</td>
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<tr>
<td>Comments:</td>
<td></td>
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<tr>
<td>3. Significance of project to applicant’s research agenda.</td>
<td>Not evident/unclear 1 2 3 4 5 Well articulated</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>4. Strength of knowledge base to carry out study, defined literature review, and references</td>
<td>Not evident 1 2 3 4 5 Carefully</td>
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<td>Comments:</td>
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<tr>
<td>5. Appropriateness of proposed research methods and procedures for analysis.</td>
<td>Inappropriate 1 2 3 4 5 Clear and</td>
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<td>Comments:</td>
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<tr>
<td>6. Appropriateness of proposed project timelines justified and reassigned time request</td>
<td>Inappropriate 1 2 3 4 5 Clear and well-</td>
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<td>Comments:</td>
<td></td>
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<td>7. Value and appropriateness of dissemination plan</td>
<td>Not valuable 1 2 3 4 5 Very valuable</td>
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**TOTAL SCORE:** /35 points possible

**OVERALL RESPONSE TO PROPOSAL** (circle one): Support Do Not Support

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<thead>
<tr>
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<th>Fall 2014</th>
<th>Spring 2015</th>
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<tr>
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