



Academic Senate • 1000 E. Victoria • Carson, CA 90747 • WH-A420 • (310) 243-3312

FPC 21-06

Review Committee for the Research, Scholarship, and Creative Activities Awards Resolution Passes 53 in favor/2 against/2 abstentions March 24, 2021

RESOLVED: That the membership of the committee responsible for reviewing faculty grant applications for the Research, Scholarship, and Creative Activities Awards shall be sufficient to conduct the work of the committee and be it further,

RESOLVED: That due to increased faculty participation in the call for intramural grant proposals since the inception of the review committee 30 years ago, reconfiguration of the committee membership is warranted; and be it further

RESOLVED: That changes in the funding sources for the grants, university structure, and organizational oversight of the committee all support a policy update; therefore be it further,

RESOLVED: That the attached policy be adopted in replacement of the PM 90-09; therefore be it further,

RESOLVED: That the ASCSUDH distribute this resolution to the Office of Graduate Studies and Research, Office of Faculty Affairs and Development, President of CSUDH, Provost, Deans, and Faculty.

RATIONALE:

The existing PM 90-09 specifies the charge and membership of the review committee for Research, Scholarship, and Creative Activities (RSCA) awards. Each proposal is reviewed by multiple committee members. In recent years there has been an increase in the number of proposals submitted, which has increased the workload substantially. For example, in 2019 each faculty committee member reviewed 31-32 proposals and staff reviewed 21-36 proposals (Faculty Intramural Grant Program 2019 Post-award Analysis Report).

Current policy as presented in PM 90-09 explicitly defines the membership and size of the committee. Increasing the size with faculty members is a reasonable approach to reduce the workload burden. Furthermore, non-tenure track faculty have been explicitly included in the membership.

It has also been noted that certain committee members from the PM 90-09 (e.g. graduate student who has participated in faculty research, instructional Dean, and Vice President for Academic Affairs or designee) have not, in practice, served on the committee.

Approved by the Academic Senate on: March 24, 2021

Sent to the Provost's Office for approval on: [Click or tap to enter a date.](#)

Approved on: [Click or tap to enter a date.](#)

Review Committee for the Research, Scholarship, and Creative Activities Awards

1. Policy Purpose

1.1. To define the membership and general charge of the Research, Scholarship, and Creative Activities (RSCA) Awards Review Committee.

2. Charge

2.1. The primary activity of this committee is to review and rank the intramural grant proposals submitted for the annual intramural Faculty Research Grant (FRG) awards. Additionally, the President, the Provost, and/or the Dean of Graduate Studies and Research (GS&R) may assign other intramural grant proposals for other competitive RSCA-related awards to be reviewed by this committee.

3. Functions and Responsibilities

3.1. The Committee shall elect a Chair from its voting members. The Chair, assisted by the GS&R staff, shall convene meetings of the Committee, as needed.

3.2. The committee work shall commence with a meeting of the Committee with the Dean of GS&R, who will provide an orientation to the committee members to include:

3.2.1. The guidelines and criteria for review, for the call under consideration

3.2.2. Approaches to support equitable assessment of proposals representing a variety of research methods, scholarship, and creative activities.

3.3. Proposals will be assigned to specific members to achieve a representative cross section of the review committee. The intent is for each proposal to be read by three reviewers. One of the reviewers should be from the same college as the proposer. The other two reviewers should be chosen at random; neither of those two reviewers should come from the proposer's college or from the same college as each other.

3.4. Committee members shall conduct an independent review and evaluation of all the proposals assigned to them and will document comments on each proposal. These comments shall be provided as feedback to the applicants that are denied funding.

3.5. After their independent initial evaluations, the Committee shall meet as a whole to discuss the merits of all grant applications before generating a list of applications in the order of priority for funding consideration.

3.6. The Chair of the Committee shall prepare and deliver to the Dean of GS&R, a detailed report including the review process, and the list of applications in the order of priority for funding. Elements of the committee report will be incorporated into the annual analysis and report made by Office of GS&R to distribute to the campus.

4. Membership

4.1. The membership of the committee shall include:

4.1.1. One tenured faculty and a second of any rank elected by the College of Arts and Humanities.

4.1.2. One tenured faculty and a second of any rank elected by the College of Business Administration and Public Policy.

4.1.3. One tenured faculty and a second of any rank elected by the College of

Education.

- 4.1.4. One tenured faculty and a second of any rank elected by the College of Health, Human Services, and Nursing.
- 4.1.5. One tenured faculty and a second of any rank elected by the College of Natural and Behavioral Sciences.
- 4.1.6. One faculty member of any rank elected by the University Library.
- 4.1.7. One faculty member of any rank elected by the Counseling faculty.
- 4.1.8. At least one member of the committee shall be a non-tenure-track faculty (NTTF). Should there be no NTTF elected from the colleges, the NTTF Advisory Board will appoint a NTTF faculty member for the committee. NTTF will receive a professional development stipend for their service.
- 4.1.9. The Faculty Director for Research Development (ex-officio, non-voting), for administrative coordination.
- 4.1.10. An additional staff member from the Office of GS&R (ex-officio, non-voting), to provide administrative support.
- 4.2. No more than one member of the committee shall be from any one department.
- 4.3. The faculty members from each college shall serve for staggered, two-year terms (as determined at the initial meeting).

5. Related information

- 5.1. CSUDH Presidential Memo PM 90-09, "Research, Scholarship and Creative Activities Committee"

Approved: **SIGNATURE**

Dr. Michael E. Spagna, Provost and Vice President for Academic Affairs

Date: **XXXXXX XX, XXXX**