

**POLICY AND PROCEDURES FOR SUPPORTING  
RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITY**

(This revised policy supersedes PS 11-08.)

This policy statement was recommended by the Academic Senate on February 8, 2019  
and approved by the president on February 13, 2019.

**1.0 INTRODUCTION**

This policy addresses support for research, scholarly, and creative activity, which is a core mission of our comprehensive master's-

### **3.0 TYPES OF AWARDS**

A faculty member is allowed to receive only one award—a summer stipend, a mini-grant, reassigned time, or a faculty small grant—

3.1.4.2 The College Dean shall:

- a. Review the college mini-grant and summer stipend ratings and recommendation;
- b. Agree or disagree with the college committee recommendations; and
- c. Forward all proposals and recommendations to the university committee.

3.1.4.3 The University Mini-Grant and Summer Stipend Committee shall:

- a. Meet to review criteria, processes, and procedures for the review, evaluation, and rating of mini-grant and summer stipend proposals;
- b. Review and rate the proposals for summer stipends and mini-grants;
- c. Make recommendations to the Provost and Senior Vice President for Academic Affairs concerning the awarding of mini-grants and summer stipends;
- d. Review University policies governing research and creative activities and make recommendations to the Faculty Personnel Policies Council;
- e. Work with the Office of Research and Sponsored Programs to generate announcements with deadlines and application forms; and
- f.

- c. Likelihood that the work proposed will be completed within the timeline;
- d. Extent to which the projec;

- b. Discuss, rank, recommend, and provide written rationale on recommendations of applications to the college dean; and
- c. Forward to the college faculty council and dean any feedback or recommendations for improvement of the selection process and criteria.

3.2.3. The College Dean shall:

- a. Review the awards committee recommendations; and
- b. Make final decisions on reassigned time and faculty small grant awards.

#### 4.0 DOCUMENTING WORK ACCOMPLISHED

4.1. Faculty who receive awards shall be required to submit a Report of Work Accomplished by the announced deadline to the Office of Research and Sponsored Programs. This requirement must be met whether or not a faculty member chooses to submit a subsequent scholarly and creative activities application.

4.2 The documentation of work accomplished shall include (at a minimum):

- a. What was accomplished;
- b. How what was learned, experienced, or achieved has contributed to the faculty member's professional development. This may include how the research, scholarly, or creative activities

