

FROM: CALS Dean's Research Advisory Committee (DRAC)
TO: CALS Dean Burgess, Executive Council, and Heads of Departments
REGARDING: CALS Research Load Guidelines
DATE: August 6, 2012

The CALS DRAC is pleased to submit guidelines for a baseline for faculty research load. We appreciate feedback to the earlier draft. With this memo we emphasize several aspects important for interpreting these guidelines.

First: We acknowledge the great diversity in disciplines in CALS, which we regard as a unique strength. This diversity requires a research load model that is interpreted with flexibility across people, rank, fields, and units. We have prepared these research guidelines as a guide for CALS as a whole, yet we urge CALS leaders to apply these guidelines in the context of the history and unique contributions of each person, field, or unit.

Second: The quality of the activities and products associated with research are crucial, and must be assessed based on knowledge at the field- or unit-level. The issue of quality is one for which there are no simple standard guidelines that apply across all individuals and units.

Third: The spirit of these guidelines is that faculty research appointments will involve consistent, annual activity in each of three areas:

1. Generating extramural resources,
2. Producing research outputs, and
3. Engaging in some of the many activities that make up the research enterprise.

The research load guidelines are designed to articulate faculty expectations in each of these three areas.

Fourth: The multiple phases of research do not happen in one year: a timeframe that extends beyond a single year is necessary. Thus, these research load guidelines should be interpreted with a rolling three-year period in mind.

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CALS Research Load Guidelines:

The guidelines below should be interpreted based on:

1. Research/scholarly activity as defined in an individuals' position description,
2. Indexed to 100% research appointment (prorated based on FTE, i.e., divide guideline expectations in half for a 50% research appointment), and
3. A rolling three-year period.

It is expected that faculty will make contributions in each of the three categories below annually:

1. Investigator (including PI, Co-PI, I, or Co-I) of extramural grant, contract (with credit as listed on proposal routing sheet) or gift funding with total costs equivalent to a minimum of 50% of annual salary.
2. Four peer-reviewed publications complete / in print (in journal/publication indexed by ISI Web of Science; i.e., excluding 1-page abstracts or articles, conference proceedings, etc.) and/or patent applications per year as an author or co-author.
3. Author or co-author of a research-based book chapter, review article, or monograph;
OR director of a completed thesis or dissertation;
OR editor or author of a research-based book;
OR invitation for national or international talks;
OR evidence of having submitted at least two proposals annually for extramural research support, as Investigator (including PI, Co-PI, I, or Co-I) for an extramural grant, contract (with credit as listed on proposal routing sheet) or gift, with total costs equivalent to a minimum of 50% of annual salary.