

I. BACKGROUND

The Kean University Released Time for Research & Creative Works program (RTR) was established in 1976 through a letter of agreement between Kean University and the Kean Federation of Teachers to support faculty research and creative works. Through this program, faculty, librarians, and professional personnel apply to receive research awards of released time (up to 6 credits) and limited direct costs.

II. PURPOSE

Projects funded by Released Time for Research Program serve to:

1. Advance the state of the art or knowledge in a particular field of study or professional activity.
2. Develop a particular area of research or creative work to the point where it can be shared beyond the Kean University community.
3. Promote proposal writing suitable for the preparation and submission of applications to external funding agencies.

III. ELIGIBILITY

All full-time tenured/tenure-track faculty and unit librarians, and full-time professional staff members are eligible to apply. Both tenured and tenure-track faculty may receive awards in the RTR program, but no tenure-track faculty may receive the UFRI and the RTR awards concurrently.

IV. CRITERIA

The Department Committees, when appropriate, and the University Wide Released Time for Research and Creative Works Committee will use the criteria below in evaluating research proposals.

1. The proposal is considered on its own merits insofar as possible.
1. The proposal clearly indicates that the person submitting it has the necessary competence to carry out and complete the project.
2. The methods detailed in the proposal are adequate to carry out the project.
3. The proposal details the use of all necessary special tools and equipment and indicates that these are or will be available.
4. The proposal is likely to result in: publication by major presses here or abroad or publication in scholarly journals; presentation at major professional conferences; public performances and exhibitions; the receipt of external funding.
5. The applicant is not receiving external funding for total support of this proposal. Applicants who have received partial external funding for this project and need Released Time for Research as a supplement should explain and justify this need in the application. Applicants who have applied for total external funding which is pending must: a) attach their application for such funding; and b) include a statement indicating that Released Time for Research will not be needed if the external award is received.

V. POLICIES AND PROCEDURES

1. The maximum number of Released Time for Research Awards granted will be determined based on the University's SBR program budget and University funds. The number of awards may vary from year to year based on funding levels.
2. Each faculty award shall equate to from one-to-three teaching credit hours or the equivalent per semester and cannot exceed six hours per faculty member in any one academic year. The RTR

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Award supports time reassignment not funding. Reassigned credits received through the award must fall within the total 12-credit teaching assignment. In other words, the RTR awarded credit cannot bring the faculty's total credit commitment over 12 credit-hours per semester. As an example, a faculty member with a RTR award for 3 credits in a given semester would have 9 credits of teaching and 3 RTR credits for research. Faculty awards do not affect responsibilities for office hours and other non-teaching responsibilities.

3. Awardee's normal teaching or work load assignment released by the research award may be reassigned by the department chairperson or supervisor in consultation with the dean or vice president, as appropriate.
4. Awards for Released Time for professional staff and librarians shall be a total of twenty (20) days per semester.
5. Direct Cost Support not to exceed \$400 may also be awarded based on project need, the proposal budget and available funds.
6. The applicant must have filed all interim and final summary reports due on any past Released Time for Research Awards with the Office of Office of Research and Sponsored Programs. Interim reports are due on December 15th and final reports are due on June 15 of the award year.
7. Awardees who plan to submit a continuation project for a new award period must use the renewal application form and provide a progress report as part of their current application.
8. After receiving two consecutive RTR Awards, the awardee must show substantial progress which may be evidenced by one of the following: publication by major presses here or abroad; presentation at major professional conferences; public performances and exhibitions; the receipt of external funding.
9. Released Time for Research Awards cannot be granted to support research toward an advanced degree.
10. Requests for RTR Awards shall be made using the application posted on the ORSP website. The RTR calendar shall be adhered to for all deadlines.
11. Funds awarded as part of an RTR must be spent within the time period of the award. Purchase orders or reimbursement requests must be made to the ORSP by June 30th of the year that your award is active. No requests made after that date will be honored.

VI. TWO-STAGE REVIEW

A faculty member's proposal is evaluated by a Departmental* Committee, established by Letter of Agreement #27 between Kean University and the Kean University Federation of Teachers. The Committee, composed of three full-time faculty members, must adhere to the calendar for Released Time for Research Awards.

**where a department structure does not exist, the program coordinator will be asked to form a committee to review applications submitted by faculty in that program.*

The Department Committee convenes to review each proposal and to rate it on a three-point scale: (1) Highly Recommended; (2) Recommended; (3) Not Recommended. Written comments must accompany each rating and are appended to the electronic file. All proposals are then submitted to the University Wide Released Time for Research and Creative Works Committee for evaluation. Proposals from

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librarians and professional staff are submitted directly to the University Wide Released Time for Research and Creative Works Committee, as required by Letter of Agreement #81 between Kean University and the Kean University Federation of Teachers.

The University Wide Released Time for Research and Creative Works Committee, established by Letter of Agreement #76 between Kean University and the Kean University Federation of Teachers, is composed of ten voting members plus a non-voting representative (observer) appointed by the Kean University Federation of Teachers, the Director of Grants - ex-officio without vote, and the Vice-President for Academic Affairs or designee. The full-time faculty of each college elects a total of eight faculty members to represent their respective college. The professional staff elects one representative and the unit Librarians elect one representative. All elected members serve a period of two years.

The full Committee (two-thirds of the voting members constitute a Quorum) reviews the recommended proposals and, based on the proposals' merits, makes final award recommendations in rank order to the President.

VII. NOTICE OF AWARD

The President's office will announce awards on the date established by the calendar for that year. Notice of released time granted will be accompanied by guidelines outlining purchasing procedures and forms for the submission of interim and final reports. All administrative procedures will be coordinated through the Office of Research & Sponsored Programs.

VIII. REPORTING

Interim reports are due on December 15th and final reports are due on June 15 of the award year. The applicant must have filed all interim and summary reports due on past RTR Awards with the Office of Research and Sponsored Programs.