

Getting Serious about Research: Research Faculty Status (RFS)

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Andrews University

RESEARCH FACULTY STATUS APPLICATION

The designation *Research Faculty* is given to faculty members who excel beyond the minimum university requirements for research and creative scholarship. In recognition of the time and effort required to maintain an active productive research program, *Research Faculty* qualify for a 3-contact-hour baseline reduction in the expected annual undergraduate teaching load (2-contact hour baseline reduction in graduate teaching load). Actual annual teaching load may vary depending upon department and school needs. *Research Faculty* status is approved for up to three years, and monitored annually through the Faculty Activity Report process. *Research Faculty* status is renewable.

- Research Faculty Status is granted for **one, two, or three** years, and is renewable.
 - Reduced **baseline** teaching load from **24** to **21** undergraduate contact hours (from **16** to **14** graduate contact hours).
 - Actual teaching load negotiated with chair and dean.

Please submit completed application via email to research@andrews.edu by the appropriate due date. Please remember that this application will be evaluated by an interdisciplinary committee, therefore, write in clear terminology that will be easy to understand by those reading it. Applications will be evaluated by the committee holistically, giving due consideration to all parts of the application, with respect for professional and disciplinary differences. Please type in the spaces provided below, which will automatically expand as needed.

Faculty Information						
NAME (Last, First, MI)	AU ID	DEPT.	E-mail	TEL EXT	DATE of HIRE	FAC. RANK

- Research Faculty Status applications are completed along with your January Report.
 - Submission deadline to the Office of Research is June 30, for the following school year.
 - Applications reviewed by a 7 member committee, which provides its recommendations to the Scholarly Research Council.
 - The Scholarly Research Council approves the Research Faculty Status.

■ Evaluation Criteria

➤ Established track record of Research and Creative Scholarship, extending over at least the past three years.

1. Evidence of Scholarly Results.

2. Evidence of Active Scholarship

3. Evidence of Scholarly Repute

➤ Research and Creative Scholarship plan for the coming three years.

1. Research Description and Methodology

2. Personal Statement and Significance of Research

■ Application will be evaluated holistically by the committee, taking into consideration the entire application.

Research Topic

Summarize your research using a maximum of 250 words.

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- A clear, descriptive abstract is required.
 - The abstract should
 - succinctly summarize the work
 - emphasize the importance of the work
 - place the work in the context of the scholarship on this topic in your discipline
 - avoid too many details, but rather, show the big picture context

Part 1: Research and Creative Scholarship activity done over the past three years.

Indicate below your activities over the previous three calendar years in each of the following three areas. The committee will have access to your Faculty Activity Report documents for the past three years (if available); please provide information/explanation below to assist the committee in interpreting the Faculty Activity Reports.

- For faculty who have been at Andrews University for more than three years, the committee will read the Faculty Activity Reports.
 - The application should include interpretation of the importance of the reported FAR activities.
- For faculty who have been at Andrews for less than three years, documented scholarly activities prior to coming to Andrews will be considered.
 - The application should report all scholarly activities not reported on FAR forms, and indicate the importance of these activities.

A: Evidence of Scholarly Results

Successful applicants should average one significant publication per year (a minimum of 2 significant publications over the previous three year period is required). Significant publications are peer reviewed journal articles and book chapters, excluding consortium publications for which the faculty member had little involvement and conference proceedings volumes. Peer-reviewed books published by an academic publisher may count as the equivalent of 2 significant publications. For faculty in the performing and visual arts, invited and juried performances and gallery exhibits equivalent to one significant publication per year are expected.



- Peer reviewed publications are vital for the dissemination of research results.
 - Publications should be in well-recognized journals in your field
 - Exclude published abstracts and conference proceedings publications, which focus on preliminary results (are evidence of Active Scholarship)
 - For faculty in the performing and visual arts, equivalent juried activities are expected

B: Evidence of Active Scholarship

At least one activity per year is expected, and should include at least two types of activities (or presentations in two types of venues). This includes regional and national disciplinary conference presentations, external research grant applications, conference proceedings publications, and other academic publications involving reduced peer review.

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- Regular attendance and presentation at major regional, national, or international conferences in the discipline are expected.
 - There should be an average of at least one presentation per year
 - Presentations should be at more than one type of conference

C: Evidence of Scholarly Repute

At least one activity per year is expected, and should include at least two types of activities. This includes serving on external grant peer review committees, refereeing multiple journal article submissions, editing an academic journal or book, writing a general-audience book or series of articles based on scholarly expertise, organizing an academic conference, and supervising undergraduate or graduate students in research leading towards student presentation and/or publication.

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- Evidence of scholarly recognition by ones peers is important. Activities include
 - Reviewing/refereeing for journals, books, or external grants
 - Editing a journal or book
 - Writing encyclopedia, dictionary articles
 - Organizing an academic conference, chairing sessions
 - Supervising students leading to presentation/publication

Part 2: Research and Creative Scholarship plan for the upcoming three years.

Indicate below your research and creative scholarship expectations for the upcoming three years. If you currently have a significant external grant, you may attach your approved grant application as your response to the following two questions.

- Part 2 is the heart of the application.
 - Research Description and Methodology
(3 page limit, not counting references)
 - Personal Statement and Significance
(2 page limit, not counting references)
- This is where you indicate how you expect your research to develop over the next three years.

Research Description and Methodology (3 page limit)

Please describe the background for your research and your methodology. The methodology should be sufficiently detailed that the reader can understand how the work is performed. Place your work in the context of existing work in the field, including a review of relevant literature.

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- The research description should place your work within the context of existing work.
- The project description should be clear to an interdisciplinary reader.
- The research methodology should be clear. Do not assume that the reader knows your qualifications to do this work—the reviewers must judge what they read in the application
- The literature review should show in-depth understanding of the literature. Include the most relevant sources.

Personal Statement and Significance of Research (2 page limit)

Please place your research in the context of your professional growth and its importance for your academic field. How has your research grown through your professional activities over the last three years, and how do you expect your research field to develop over the next three years.

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- Explain the development of your research.
 - How does this work build upon your previous work?
 - Show your qualifications and expertise to perform this work.
- Explain why this work is important to you.
- Explain how this work fits with your professional goals.
- The **Research Description and Methodology**, and **Personal Statement and Significance** sections form the heart of the application—make sure these sections are complete.

Affidavit of Responsibility

I certify that the information given above is true and accurate, to the best of my knowledge, and that the department has reviewed and endorses this application.

My typed name below also acknowledges my awareness that the university has an obligation in the event of academic misconduct or alleged academic misconduct to take such action as necessary to ensure the integrity of research, and the university has a clear policy for dealing with academic misconduct complaints including procedures for conducting an investigation and a process of appeal.

By signing this application the Chair agrees to work with the Dean in good faith towards the goal of providing a 3-contact hour reduced teaching load for approved Research Faculty, while recognizing that budgetary funding is not guaranteed.

Applicant	Date
Chair	Date

- The department's endorsement of the application is vital, as the department has to work with the dean to figure out how to achieve any teaching load reduction.

■ Timeline

■ Research Faculty Status Application Deadline: **June 30**

- The committee will evaluate the application during the month of July and make its recommendation to the Scholarly Research Council.
- The Scholarly Research Council will vote the Research Faculty Status at its next regularly scheduled meeting

■ The Department Chair will work with the School Dean towards the implementation of a reduced teaching load for faculty members with Research Faculty Status. However, *teaching load reductions are subject to budgetary considerations, and are not guaranteed.*

OFFICE OF RESEARCH & CREATIVE SCHOLARSHIP TEAM



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