The purpose of this document is to set forth appropriate standards and policies for CBE professional development support that are consistent with the mission of both CBE and the University, based on research article publications.

**ELIGIBILITY**

All full-time, CBE tenure-track faculty (tenured and probationary faculty) members, who have met all of the following conditions and have a full-time teaching assignment (e.g., are not on a paid leave such as sabbatical or medical), are eligible to apply for CBE assigned time support based on research article publications:

- met reporting requirements on time (e.g., documentation of AQ status, academic year-end report on outcomes)
- actively engaged in student learning outcomes and assessment
- actively engaged in University Service at all levels
- published research articles that each must meet all of the following requirements:
  - has been printed with the publication year cleared shown, and with a copy filed in the department office
  - has identified CSUEB and CBE as the faculty member’s affiliation
  - has been entered in the faculty member’s Digital Measures Activities Database, along with other current and complete information
  - has never been previously used for credit toward assigned time or flexible spending mini grant (this means that each article can be rewarded only once).
  - is related to the faculty member’s teaching field

Each reward will belong to one of the following three categories.

**NIFTY FIFTY (Category A+)**

Based on the lists of journals identified by faculty as the most prestigious ones in their respective fields, a CBE college-wide list of 50 publications has been developed. Faculty members published in this list during the previous five calendar years are eligible to apply for the highest reward.

- The first author is qualified for 12 units of assigned time
- The second and the third authors are each qualified for 8 units of assigned time
NEXT 78 (Category A)

Also based on the lists of journals identified by faculty as other leading ones in their respective fields, a separate CBE college-wide list of 78 publications has been developed. This list has included only 78 journals partially due to very limited funding. Faculty members published in this list during the previous five calendar years are eligible to apply for the second highest reward of assigned time:

- The first author is qualified for 8 units of assigned time
- The second and the third authors are each qualified for 4 units of assigned time

OTHER PRJs (Category B)

The first author of one or more articles published during the prior calendar year in PRJs that are not in lists for Categories A+ and A is eligible to apply for a maximum total of 4 units of assigned time, to be taken in the current calendar year, if all of the following conditions are met:

- Each journal is listed in Cabell’s Directory of Publishing as having an acceptance rate of 30% or lower.
- Each article is related to the faculty member’s teaching field.

ADDITIONAL CONSIDERATIONS (for faculty who joined CBE prior to Fall 2005)

In addition to qualified rewards, a faculty member who joined CBE prior to Fall 2005 may apply for one or both of the following:

- An additional one-time 4-unit assigned time and a one-time $3,000 summer stipend if the reward is for the faculty member’s first Nifty Fifty publication.
- An additional one-time 4-unit assigned time if the reward is for the faculty member’s first Next 78 publication.

MAXIMUM ASSIGNED TIME AVAILABLE

The taking of professional development assigned time must be within the context of the college’s teaching needs. For each full-time tenure-track faculty member, three courses of assigned time is the maximum assigned time that can be rewarded in an academic year. Nifty Fifty and Next 78 assigned time may be banked and carried over to future academic years. Nevertheless, additional assigned time may be available from other sources (e.g., administrative duties, externally funded grants).

During the initial implementation of the revised policy, if publications which previously received “reward” now qualify for a “higher level” reward, requests may be submitted for additional consideration. For example, if a faculty member previously received 4 units of assigned time for a publication that is now eligible for 8 units of assigned time, the individual may submit a request for the additional consideration.
RESEARCH GRANT IN LIEU OF ASSIGNED TIME

Faculty eligible for assigned time from publications may take a $6,000 research grant instead of 4 units of assigned time. Multiple research grants may be taken in any one year. This program is available when there is funding for assigned time.

REPORTING REQUIREMENTS: END OF YEAR REPORT ON OUTCOMES

At each academic year-end (June 30), all faculty receiving any CBE faculty support will be required to file a report on the outcomes of their activities and endeavors resulting from CBE funding. Given it may be hard to delineate what outcomes resulted from what support, a summary of CBE faculty support received and outcomes is appropriate.

ALL FACULTY SUPPORT IS SUBJECT TO FUNDING AVAILABILITY.

Note: It is anticipated that this program will be continued, contingent upon external funding availability. This program will be considered in effect until such time that notice is provided that the program has been suspended or revised.

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