

Memorandum

To: All Full-time Faculty

From: Geoffrey Klein, Vice Provost



Subject: Undergraduate Research and Creative Activity Faculty Honorarium Plan

Date: 5/26/2020

OURCA, Undergraduate Research Council (URC), and the Provost's Office have worked collaboratively to make minor revisions to the Undergraduate Research and Creative Activity Faculty Honorarium Plan (FHP). I want to personally thank Dr. Michaela Meyer, OURCA, and URC members for their thoughtful revisions to clarify the program and honor faculty that engage undergraduate students in their scholarship and creative activity endeavors. Revisions are indicated in *red italics*.

Faculty Honorarium Plan

The plan is a credit system, whereby faculty accumulate tokens for various activities identified as undergraduate research and creative activity. When faculty accrue a set number of tokens, they can "cash-out" their honorarium for one of three options: a monetary stipend, professional development funds for research and/or travel, or a course reduction.

Token System

Within this system, there are four activities available for faculty: OURCA Sponsored Programs, Presentation Opportunities, Independent Studies with a research or creative activity focus, and Publication/Performance Opportunities. Petitions for Other would be slated into one of these groups based on the nature of the reported activity. Faculty members can accrue the following tokens for the enumerated activities.

One Token

- Sponsoring a Student Presentation at Paideia
- Mentoring a Student for a Research LENS Grant
- Mentoring a Student for the one-semester Research Apprentice Program (RAP)
- Mentoring Research/Creative Activity presented by a Student at a Regional/Local Conference/Performance Venue.
- Conducting a 1-credit Independent Study *with a Research or Creative Activity Focus*

Two Tokens

- Co-Authoring Research/Creative Activity presented by a Student at a Regional/Local Conference/Performance Venue.
- Mentoring Research/Creative Activity presented by a Student at a National/International Conference/Performance Venue.
- Mentoring a student for the full-year Research Apprentice Program (RAP)
- Conducting a 2-credit Independent Study *with a Research or Creative Activity Focus*
- Mentoring a Student to Publish/Perform in a Peer-Reviewed Undergraduate Outlet

Three Tokens

- Co-Authoring Research/Creative Activity presented by a Student at a National/International Conference/Performance Venue.
- Conducting a 3-credit Independent Study *with a Research or Creative Activity Focus*

Four Tokens

- Mentoring a Summer Scholar
- Co-Authoring Publication/Performance with a Student in a Peer-Reviewed Outlet

Other

For research and creative activity not enumerated in the current token system, faculty members may submit a formal request for OURCA review of any activity to determine whether or not that activity can accrue tokens. Upon review, OURCA will render a decision on whether the activity accrues tokens and notify the faculty member. A faculty member may appeal OURCA's decision by submitting a written appeal to the Vice Provost for Research, Graduate Studies and Assessment no later than two weeks after the initial OURCA decision. The Vice Provost's decision on the appeal is final.

Parameters

The following activities are defined as ineligible:

- Activities that are part of a faculty member's contractual obligation to the university (i.e., teaching/instruction).
- Activities that are defined as parts of pillars other than undergraduate research and creative activity (i.e., study abroad, internships, community engagement). *This includes internship and practicum courses.*
- Activities where faculty members are already compensated in some form (i.e., via an external grant).

Within the token system:

- Faculty members may only count activities performed/completed within the immediate past academic year (similar to the AR process).
- *Faculty members can accrue up to 18 tokens in any given year.*
- Faculty members may count an individual student only once per academic year with the highest value activity counted.
- When a student is mentored by multiple faculty members, mentors must split tokens.
- When faculty members *or students* collaborate on a project/publication/performance, the end result can only be counted once for tokens.
- *Similarly, faculty members requesting tokens for independent studies will only be awarded tokens per course syllabus, not individually enrolled students.*

Cash Outs

Faculty members are eligible to cash out once they accrue 18 total tokens. Faculty members must cash out once the threshold is reached, and cannot continue to bank tokens beyond the threshold in any given year (i.e., cash out twice). Faculty members who do not reach the threshold in a single year may bank earned tokens for up to 7 years. OURCA will accept petitions on a case by case basis to extend the seven-year limit in exceptional circumstances. When a faculty member has reached the cash out threshold, they can elect which of the three honorarium options they would prefer:

1. Monetary Stipend - Faculty members will receive a one-time taxable monetary payment of \$3,200 processed through payroll for payment by the end of December that academic year.
2. Professional Development Funds (Research/Travel Honorarium) - Similar to the FDG process, faculty members would receive an individual account with a balance of \$3,200 to be spent on the faculty member's own research and creative activity. These funds could be used to purchase needed materials, as well as to travel to conduct or disseminate research. Faculty members electing this option have an entire calendar year (January-December) to use the funds in their account. OURCA will accept petitions on a case by case basis to extend the account for an additional semester in exceptional circumstances. All CNU procurement and travel procedures apply to the use of these funds.
3. Course Reduction - With approval from both the chair and the dean, a faculty member may elect a one course reduction in their teaching load to be honored in the subsequent academic year for planning purposes. Faculty members requesting a reduction must not exceed the mandatory minimum number of courses taught per faculty member set forth in the University Handbook. Additional paperwork will need to be completed to demonstrate compliance with Handbook regulations, as well as approval from the department chair and dean.

Reporting

Faculty members will be required to report their activities annually to OURCA by the end of September each year. OURCA will maintain a database of earned tokens and process cash outs as they occur annually. Reporting will include a standardized submission and require documentation for the following activities:

- OURCA Sponsored Programs: A copy of the acceptance letter/email into the program.
- Presentation Opportunities: A copy of the page of the program listing the presentation/creative activity with CNU affiliation listed.
- Independent Studies: A copy of the syllabus utilized for the course *that clearly delineates the research/creative activity of the course.*
- Publication/Performance Opportunities: A PDF copy of the publication/performance with CNU affiliation listed, including the title page and table of contents of the publication/performance outlet.

Implementation

Faculty will submit activities through the reporting system for the current academic year (AY19-20) early in the fall 2020 semester. Faculty on a full-year sabbatical have the option to defer any required cash-outs to the next year.

OURCA will continue to oversee this program, to include the reporting mechanism, submission evaluation, maintaining token accrual database, and processing cash outs.

Any questions can be directed to Dr. Michaela Meyer, QEP Director.