

Research/Creative Activity Reassigned Time (RCART)

Fall 2019: Overview, Instructions, Evaluation Procedures and Deadlines

Overview

The purpose of research/creative activity reassigned time is to support the research and creative activity projects of full-time, tenured or tenure-track faculty in the College of Arts and Sciences at Southern. All faculty proposals for reassigned time that meet this purpose will be considered. Please note, however, that faculty development or curriculum development projects will not be considered. Faculty members interested in pursuing such projects should seek alternative support sources.

Links to [forms and guidelines](#) on the A&S Dean's website will be helpful to you as you prepare your proposals. You are encouraged to peruse this site prior to writing and submitting your proposal.

Instructions

Your proposal should consist of one copy of each of the following items. You can download all items from [Research and Creative Activity Reassigned Time](#) on the web.

- Two-page CV
- RCART Signature Sheet
- Project Proposal Form

Faculty must use the Project Proposal form when drafting a proposal. The Project Proposal form contains three specific sections outlined below:

1. **Project Description** (200 words, maximum)
Clearly describe your research or creative activity project for a general academic audience.
2. **Project Merit** (200 words, maximum)
Clearly define the merit of your research or creative activity project—to the field, to other fields including the scholarship of teaching and learning, or to your developing an area of interest as a researcher/scholar/artist.
3. **Project Outcome/Products** (100 words, maximum)
Please describe the potential outcome of the project, in the immediate and/or long term.

Since you are limited to the amount of text you are able to use, please be very specific as you draft your Project Proposal.

Evaluation Procedures

The RCART Committee will review proposals on their merit. Thus, the Committee will seek to evaluate the proposal itself, not the individual who submits the proposal. Proposals will be read blindly by the RCART Committee. Please include identifying information only on the RCART Signature Sheet and your CV, both of which will be immediately separated from the proposal and kept in the Dean's Office until the conclusion of the review process.

The RCART Committee will rank proposals based on the following criteria:

1. Clarity of Project Description
2. Proposal's Merit
 - Relevance to discipline
 - Long-term viability[♣]
 - Project's anticipated ability to garner external funding[♣]
3. Proposed Outcome
 - Feasibility
 - Plausibility
 - Importance

Once the committee has completed its review and rankings, the Chair of the committee will render its recommendations to the Dean's office for final decisions.[♦]

Deadline for Proposals / RCART Awarded in Academic Year 2020-21

All RCART proposals must be received in the Arts & Science's Dean's office not later than **5pm on Friday, November 1st, 2019**. Late proposals cannot be considered.

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- ♣ While these two considerations are not *required* to receive RCART, attention to these areas will improve/enhance your application.
 - ♦ The committee's recommendations may be accepted in whole or in part. The Dean reserves the right to employ additional criteria when allocating awards.