SJSU RSCA Assigned Time Annual Report

# Timeline

* **March 26, 2021** – Applications submitted to [Engineering-Research@sjsu.edu](mailto:Engineering-Research@sjsu.edu)
* **May 28, 2021** – Notifications of additional CoE release time to eligible faculty

# Required Materials

All faculty currently in the university RSCA assigned time program but not due for 3-year progress report must submit all the following materials by **5 PM on March 26, 2021**.

1. **Cover Sheet:** including name, rank, department, college, and date of appointment to the university
2. **ORCID iD\*** with permission granted for institutional access (included in the Cover Sheet already)
3. Current ***Curriculum Vitae*** (CV) not exceeding 4 pages
4. **RSCA Metric Data:** RSCA Metric Data covering the three-year period (1/1/2018 – 12/31/2020) or your appointment period if less than 3 years (e.g., 9/1/2018 – 12/31/2020) via <https://rtrack.cmpe.sjsu.edu> (Note that you need to use VPN to access the website from off campus)

# Submission Details

Completed reports (with the exception of RSCA Metric Data) should be compiled into one PDF file and must be submitted electronically to the college office (Engineering-Research@sjsu.edu). Please use the keyword “*RSCA Assigned Time Annual Report*”. RSCA Metric Data should be submitted via <https://rtrack.cmpe.sjsu.edu>.

Please contact [officeofresearch@sjsu.edu](mailto:officeofresearch@sjsu.edu) or your Associate Dean for Graduate Studies and Research, for any questions or further clarification.

*\* For information on how to obtain an ORCID iD and set permissions, see* [*orcid.org*](https://orcid.org/)*. If you need assistance, please contact Librarian Yen Tran at* [*Yen.Tran@sjsu.edu*](mailto:Yen.Tran@sjsu.edu)*.*

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Cover page

**Name:** Click or tap here to enter text.

**Department/School:** Click or tap here to enter text.

**College:** Click or tap here to enter text.

**Current rank:**  Professor  Associate Professor   Assistant Professor

**Date of appointment to SJSU:** Click or tap here to enter text.

**Your 16-digit ORCID iD:** Click or tap here to enter text.