APPENDIX R

SURVEY OF DEPARTMENT CHAIRS REGARDING THE OFFICE OF SPONSORED PROGRAM FORM SIGNATURES
Memorandum

To: Academic Department Chairs
From: Debbie Jackson
 Director, 2002 Self-Study
Date: January 11, 2001

Sent to 45 academic department chairs across five colleges.
Response: 28 or 63%

6.5.4 The institution must establish a clear policy concerning a faculty member's division of obligations between research and other academic activities.  
6.5.5 It must ensure that this policy is published in such documents as the faculty handbook and made known to all faculty members.

Questions:

1. Do you sign the Sponsored Program Processing Form for researchers in your department?
Yes 21
No 7

If not, how are you made aware of increased researcher's responsibilities, if the grant is funded?

2. When do you make adjustments in the researcher's teaching load and other duties?

After the award has been received, workload is evaluated and changed as necessary (in many cases this is accompanied by faculty buy-out): 14
As soon as possible—1
Annually (with review, FAS, etc.)—6
The next semester—3
During the planning phase—1

3. Would a University-wide policy requiring the Department Chair to also sign the Sponsored Program Processing Form alert you to potential adjustments and expedite your adjustments of the researcher's responsibilities, if the grant is funded?

Yes 18
No 4, (includes one who "doubts it would help")
N/A 1

Several people feel that the system does work if the department chairs signs the forms which allow for pre-planning. One person suggested not adding paperwork.

4. Do you have other solutions? Please explain.

Need a system for notifying the chairs when an award is received. Unless the faculty member notifies the chair, no official notification of the award is received.