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|  | **FACULTY OF ARTS AND SCIENCES** |

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**Instructions for requesting institutional release time for research, creative work, and innovative projects in education**

**Second semester of academic year 2017-2018**

**Introduction**

The College of Arts and Sciences of the University of Puerto Rico at Mayagüez promotes research, creative work and innovative projects in education through institutional release time. This mechanism affords faculty the time required to perform these tasks within their regular academic load. For the second semester of the 2017-2018 academic year we will award up to 30 credits of release time for projects that have not secured external funding. The following sections describe the requirements, documents to be submitted, and evaluation criteria. Proposals that do not comply with the established requirements in this call for proposal will not be evaluated.

**The deadline for requesting this release time is Thursday, November 30, 2017.**

**Description and requirements**

1. This request procedure for institutional release time applies to faculty members with tenure or tenure-track contracts who do not currently have release time from externally funded projects or whose funded projects will end before or during next semester.
2. This institutional release time will be granted **for the second semester only. Professors with release time granted by the Dean Office for this semester must submit a new application for the next semester and send the current project progress report by the deadline.**
3. The requested release time should not be more than three credits of regular load and each professor can only submit one proposal per semester.
4. The requested release time could include the following benefits:
	1. No more than two different courses as your academic load
	2. A 2.5 hours adjustment (release) from teaching-related responsibilities, such as committee work.
	3. Favorable arrangements in your course time planning to maximize research-related time blocks.

Once the requested release has been granted, the department Director will be consulted in order to determine if one or more of these benefits could be granted depending on the professors teaching load and department needs.

1. The release time and its benefits have implications for the home departments, specifically on their capacity to offer the minimum required courses and labs as well as for the optimum functioning of its committees. Therefore, each release time proposal needs to be endorsed by the department’s Director. This endorsement certifies that the department will comply with the release time requested and its potential benefits. Proposals without the endorsement of the Director of the Department will not be considered.
2. The proposal must include a **Research or Creative Work Development Plan** in which the investigator outlines how the proposed accomplishments during the release time will be transformed into future research or creative labor initiatives (for example: request external funding, meeting presentations or publications). The Development Plan form is attached to this call for proposals.
3. Those researchers awarded the release time must commit to present their accomplishments in the **Research Development and Creative Work Symposium**. The Symposium will be held at the beginning of the first semester of 2018-2019 academic year. The goal of this initiative is to promote the dissemination of our faculty’s research and creative work. The Symposium’s Acts will be published electronically.
4. Faculty members will not be allowed to carry academic loads of more than 12 credit-hours during the semester in which they receive release time through this way. **This means that extra compensations are not allow in order to assure the time for proposed activities.**
5. Release time requests for writing proposals will not be accepted. The time given by this mean is exclusively for activities related with research, creative work, and innovative projects in education.

**Evaluation criteria**

Proposals will be evaluated by a committee of peers appointed by the Faculty's Associate Dean for Research. Each project must be related to the professor's duties at UPRM and be in accordance with the institution's, the College of Arts and Sciences, and the proponent's academic department mission. Among the criteria used for evaluation of the proposals will be the merit of the projects as well as the career stage and record of research or creative work of the proponents, and their recent productivity. The guidelines for evaluation by the reviewers are attached to these instructions. The rubric to assess the merits of the release time is also attached.

The Associate Dean for Research will receive the input from the evaluators and will make recommendations to the Dean of Arts and Sciences to approve or decline each release time request. The proponents and their Department Directors will be notified of the Dean's decisions so the release time granted can be taken into consideration when programming teaching loads for the following semester.

**Instructions for the proposal**

Use letter size paper with font type "Times New Roman" and size 12. Use one inch for all margins. The proposal should not exceed five (5) single-spaced pages, excluding the transmittal form, curriculum vitae, Research or Creative Labor Development Plan, figures, and appendices. The scanned transmittal form with all signatures and the proposal with the appendices must be submitted by email to **nicole.irizarry4@upr.edu**. Please do not submit printed copies of the document to our office. However, each Department is responsible for keeping copies of all original documents in its files. Avoid mentioning your name or your department in the main body of the proposal in order to facilitate an anonymous review process. The application should include the following:

1. **Application Form:** (one page) Please fill in the required information. Include an abstract summarizing the proposal in 250 words or less. This form must include original signatures and then scanned to be included with the electronic version of the proposal. Avoid the use of technical jargon in the abstract, which must be comprehensible to readers who are not experts in the subject matter. The abstract will be released to the academic community if the release time request is approved.

**Proposal (5 pages total)**

1. **Project Title**

Provide a short and concise project title.

1. **Abstract**

Include the abstract submitted in the application form.

1. **Description and Justification**

Describe your proposed research or creative labor. Define its theme or topic as well as questions, problems or issues to be addressed. Explain the rationale for performing the work proposed. Comment on examples of similar previous work, if available, and state why the proposed work would be valuable or innovative. If the proposal is for continuing previous work, please explain the connection and why it should be continued. Remember to avoid mentioning your name or your department in order to facilitate an anonymous revision.

1. **Objectives**: State the specific objectives you will pursue during the period of the requested release time. They must be verifiable when the project is completed.
2. **Methodology:** Describe the methods you will use and explain why they are adequate to achieve the objectives. Briefly explain how your professional preparation and experience qualify you to complete the project successfully (without mentioning your name). If you will need special equipment, materials or other resources state whether you have them available or how you will access or obtain them (without mentioning the department).
3. **Work and dissemination plan:** Include a work plan with a realistic timetable. The timetable must justify the requested academic release time. Explain which products you expect to generate and how you will disseminate your results.

**Supporting documents**

1. **Research or Creative Labor Development Plan (2 page maximum)**

Please outline your future research or creative labor efforts based on the projected accomplishments of the time release. Indicate whether The work proposed for this semester will

* Serve as the foundation for future research or creative labor
* Serve as the basis for a future proposal to external agencies or entities. Please mention to which ones, and to which specific programs, you plan to apply.
* Be submitted to local, national or international conferences. Please mention to which conference you plan to apply.
* Be submitted for publication. Indicate where you plan to submit you work. If your work could eventually result in a book and you already have an agreement with an editorial provide a copy of relevant communications in an appendix to the proposal.
* Serve as research or creative labor training experience for undergraduates or graduate students.
1. **References**

Include only references cited in the proposal, if any. Include full titles of any article cited.

1. ***Curriculum vitae*** (two page maximum)

Include a copy of your *curriculum vitae* emphasizing your professional contributions, in particular publications in peer-review journals, during the last three years and those which are more relevant to the proposed work.

1. **Previous reports for release time ("*Informes de Logros*")**

If the proponent had academic release time or was on a sabbatical leave during the past three years the corresponding reports will be also considered. These reports should not be included with the proposal. Instead, the filed copies of the reports will be used.

**Proposals which do not include the required information in these instructions will be rejected and returned without evaluation.**

**The titles of the approved proposals will be announced to the campus community and the abstracts will be posted in the Faculty's internet page.**

**Deadlines**

1. The deadline for requesting release time is **Thursday, November 30, 2017**.
2. The deadline for submitting release time reports is the last day for turning in class grades of the semester. It is a requirement to submit this report in order to receive future release time. Also, if you have a research release time during this semester you must submit its report on time in order to the new proposal be approved if it is satisfactory evaluated.

**Commitments at the end of the Academic Release Time**

* **Release Time Report for Research and Creative Work**

If the applicant had academic release time or was on sabbatical leave during the last three years, the submitted corresponding Achievement Reports will also be considered. Applicants must not submit these reports with the proposal, but the archived reports will be used.

* **Presentation at the Research Development and Creative Work Symposium to be held at the beginning of the first semester of the academic year 2018-2019.**

The presentations will follow the format of technical conferences in which the researchers will have 15 minutes to present the results of their work. Those with a creative work project may opt for another presentation format.

Revised: November 2017

**EVALUACIÓN**

**Solicitudes de descarga académica para investigación y trabajo creativo**

**Los evaluadores clasificarán cada propuesta que les haya sido asignada como Excelente, Muy Buena, Buena, Adecuada o Deficiente usando la escala numérica provista. Escribirán además comentarios breves justificando su decisión. Las siguientes preguntas guía, según sean aplicables a las distintas disciplinas, serán consideradas para evaluar y comentar las propuestas sometidas: ¿Cuál es el mérito intelectual de la propuesta? ¿Qué tan relevante es el problema propuesto en el contexto de la disciplina o de las necesidades del país o de la propia Universidad? ¿Es innovadora la manera de abordar el problema considerado? ¿Es creativa la metodología propuesta? ¿Puede esperarse que los resultados tengan algún impacto en términos del adelanto del conocimiento o en desarrollar aplicaciones prácticas? ¿Puede esperase que el proyecto tenga algún impacto cultural, social o educativo? ¿Están claramente definidos los objetivos específicos? ¿Está claramente presentado y es realista el plan de trabajo? ¿Es apropiada la metodología propuesta en relación a los objetivos y el plan de trabajo? ¿Tendrá el proponente acceso a los recursos que necesitará para llevar a cabo su plan de trabajo? ¿Planea el proponente envolver estudiantes graduados o subgraduados en el trabajo propuesto? ¿Se especifican claramente los productos finales esperados?**

**Se evaluarán siete (7) aspectos que están basados en las instrucciones provistas al proponente para preparar la propuesta y las cuales aparecen aquí.**

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| **Instrucciones a los evaluadores**: Siguiendo los criterios mencionados en la hoja de instrucciones, según apliquen, y con la escala de evaluación que aparece abajo por favor asigne un número del 1 al 5 en cada aspecto de la propuesta. Luego califique la propuesta como Excelente, Muy Buena, Buena, Adecuada o Deficiente e incluya comentarios que justifiquen su evaluación, enfatizando fortalezas y debilidades. Copia de los comentarios serán entregados a los solicitantes sin revelar los nombres de los evaluadores. |
| **ESCALA DE PUNTUACIÓN** Cumple Totalmente = 5Cumple Parcialmente = 4, 3, 2No Cumple = 1 | **ESCALA DE CLASIFICACIÓN**Excelente = 35 – 31Muy Buena = 30 – 26Buena = 25 – 21Adecuada = 20 – 16Deficiente = 15 – 0  |
| **PROPUESTA # \_\_\_\_** |
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| **Aspectos a Evaluar****(Ver detalles en hoja de instrucciones)** | **Puntuación** |  |  |  |  |
| 1. Hoja de trámite
 |  |  |  |  |  |
| 1. Descripción y Justificación
 |  |  |  |  |  |
| 1. Objetivos
 |  |  |  |  |  |
| 1. Metodología
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| 1. Plan de trabajo y divulgación
 |  |  |  |  |  |
| 1. Plan de desarrollo investigativo y labor creativa
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| 1. Referencias
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| **TOTAL** |  |  |  |  |  |
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| **CLASIFICACIÓN** |  |  |  |  |  |
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| **COMENTARIOS:** |
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**RÚBRICA PARA EVALUAR MÉRITOS DE SOLICITUDES DE DESCARGAS**

Profesor/a somete propuesta:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total de créditos solicitados\_\_\_\_\_\_\_\_\_\_

 Departamento:\_\_\_\_\_\_\_\_

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| **#** | **Criterios a evaluar** | **Componentes** | **Escala** | **Puntuación** |
| 1. | Actividad a realizar | 1. Redacción de libro para publicación en editorial con proceso de revisión de pares
2. Redacción de artículo en revista arbitrada
3. Redacción de presentación para conferencia académica/profesional
4. Labor creativa: (organizar conferencia, coordinar algún evento)
 | 1. 4 puntos
2. 3 puntos
3. 2 puntos
4. 1 punto
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| 2. | Experiencia previa con el tema | 1. Investigación y publicación/ presentación(es) previa
2. Investigación previa sin publicación
3. Proyecto nuevo, sin investigación o publicación previa
 | 1. 3 puntos
2. 2 puntos
3. 1 punto
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| 3. | Divulgación de los resultados  | 1. Acuerdo previo con editorial o revista para publicar
2. Conferencia (aceptado/a previo a recibir la descarga)
3. Publicación arbitrada (someter)
4. Conferencia profesionales/asociaciones académicas (someter)
5. Conferencias por invitación
 | 1. 5 puntos
2. 4 puntos
3. 3 puntos
4. 2 puntos
5. 1 punto
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|  | Inclusión de estudiantes subgraduados o graduados | 1. Estudiantes envueltos en fase de investigación y divulgación
2. Capacitación de estudiantes en destrezas de investigación
3. Taller o charla a estudiantes sobre tema de investigación
 | 1. 2 puntos
2. 2 puntos
3. 1 punto
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| 5. | Propuesta de fondos externos/desarrollo futuro de la investigación  | 1. Compromiso de elaborar propuesta de fondos externos
2. Compromiso de allegar fondos institucionales
3. Desarrollo de otros proyectos de investigación con potencial de publicación
 | 1. 2 puntos
2. 1 punto
3. 1 punto
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| 6. | Descargas institucionales previas | 1. 18 créditos o más (tres años)
2. 15 – 12 créditos
3. 9 – 6 créditos
4. 3 créditos
5. 0 créditos
 | 1. 1 punto
2. 2 puntos
3. 3 puntos
4. 4 puntos
5. 5 puntos
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| 7. | Cumplimiento con requisitos descargas previas | 1. Entrego informe final y cumplió con todo lo propuesto
2. Entrego informe final y cumplió parcialmente con lo propuesto
3. No cumplió con lo propuesto
 | 1. 2 puntos
2. 1 punto
3. 0 puntos
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| 8. | Colaboraciones con instituciones externas o interdisciplinariedad | 1. Colaboración con agencias públicas, privadas o sin fin de lucro
2. Colaboración con colegas de otras disciplinas
3. Colaboración con colegas de su propia disciplina
 | 1. 3 puntos
2. 2 puntos
3. 2 punto
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|  | Total |  | Máximo 25 puntos |  |

**HOJA DE TRÁMITE PARA PROPUESTA**

**SOLICITUD DE DESCARGA POR INVESTIGACIÓN, TRABAJO CREATIVO Y**

**PROYECTOS INNOVADORES EN EDUCACIÓN**

**AÑO ACADÉMICO 2017-2018**

**Solicitud para el segundo semestre**

Nombre del Profesor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departamento: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firma: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rango: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Años de servicio en la UPR: \_\_\_\_\_\_\_

Título del Proyecto:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Horas-crédito de descarga solicitadas para el proyecto: \_\_\_\_\_\_

Nombre del Director(a) de Departamento: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vo. Bo.: Firma del Director(a): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha: \_\_\_\_\_\_\_\_\_\_\_\_

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| Resumen de la propuesta (en 250 palabras o menos): |

**Research or Creative Labor Development Plan**

*Instructions: Please complete this form and submit it along with your application. Please be brief in your answers as the document should not exceed two pages.*

1. Describe the relation between previous research experiences or creative labor and the current proposed research or creative labor.

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1. Explain your future research or creative labor agenda based on the projected achievements of the release time

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1. Plan for seeking external funding for your research or creative labor in the future

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1. Plan for disseminating the results of your research or creative labor (conferences, publications)

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1. Plan for incorporating undergraduates or graduates students in your research or creative labor during the time release semester or in the future

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