College of Architecture
Texas A&M University

COLLEGE RESEARCH
POLICIES, PROCEDURES AND RESOURCES

College Research and Interdisciplinary Council
Updated: July 23, 2004

This document is also available on the College web site or visit:
<http://archweb.tamu.edu/college/research/cric/>

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1. PURPOSE OF THE CRIC

Rev: March 10, 1998

Vision

We envision a future where the effective planning, design and construction of built, virtual and natural environments will only be possible for practitioners who have a strong knowledge base from which to help them make informed decisions.

Mission

To develop broad-based, interdisciplinary cultures in the College that encourage the creation, dissemination and application of knowledge in the planning, design and construction of built and virtual environments.

Goals

1. Research Leadership. The CRIC will continue support for the development of nationally recognized programs committed to quality research, scholarship and outreach.

2. Research and Teaching. The CRIC will encourage the integration of research into the teaching programs of the College.

3. Inclusivity. The CRIC is committed to developing programs and policies that will benefit all departments, faculty and students in the College.

4. Interdisciplinary Focus. The CRIC will encourage interdisciplinary, team-based research.

5. Empowerment. The CRIC will strive to support and assist faculty and students in the College to develop their research expertise and proficiency.

6. Research Administration. The CRIC will guide and oversee the research programs within the College and will provide advice to the Dean and Executive Committee on matters of policy related to research.

2. CRIC ACTIVITIES AND PROGRAMS

A. University Grant Programs

College faculty and students are reminded that the university has a number of grant programs that should be considered when you are looking for funding opportunities. These programs include:

1. The Program to Enhance Scholarly and Creative Activities, which is specifically designed to support research and scholarly activities in fields such as architecture for which external funding support is generally limited.

2. The Interdisciplinary Research Initiatives Program, which supports research involving two or more academic disciplines.

3. The Energy Resources Program, designed to foster research projects that address energy resource problems of particular importance to Texas.

4. The Professional and Career Development Program which is intended to enhance the professional and career development of graduate and professional students in ways that go beyond their usual program experiences. The program is intended to provide funding for "capstone" events such as a lecture series with invited speakers, special short-courses for graduate and professional students, or other events/programs that would ordinarily not be available to students during the normal course of their graduate studies.

5. A travel program for faculty and research scientists to apply for funds to cover travel expenses associated with research proposal development activities. The maximum amount of an award is $1,500.

Further detail about these programs is available on the Research and Graduate Studies web site under "funding opportunities". For more information about these opportunities, see: <http://vpr.tamu.edu/>

B. College Travel Grant Program

Travel requests must originate in your department using the College Travel Request form. This form is available on the CRIC web site in pdf format, in Appendix A, or from your department secretary.

Those requesting funds for international travel are reminded that University funding is available through the International Research Travel Assistance Grants Program. For more information contact the Director of International Coordination, at 845-6066. The University's Faculty Mini-Grant Program may also be used to support international travel for research. Graduate students are also reminded that they may apply for travel funding through the Graduate Student Research and Presentation Mini-Grant

Program. Typically, CRIC will not fund more than one person to travel to a conference to present the same peer-reviewed work.

The following travel policy was approved by the CRIC on Aug 24, 1999.

1. Domestic travel requests to present <u>peer-reviewed</u> work will be pre-approved and the CRIC will match the department's award up to a maximum of 1/2 of the total request or $500 for faculty ($250 for graduate students), whichever is less. This means that in most cases faculty and students can receive an answer directly from their department. Included in this policy are: a) <u>Invited keynote presentations</u> are considered to be peer-reviewed and b) Funds required to ship juried exhibits.

2. International travel requests to present <u>peer-reviewed</u> work will be pre-approved and the CRIC will match the department's award up to a maximum of 1/3 of the total request or $500 for faculty ($250 for graduate students), whichever is less. Included in this policy are: a) <u>Invited keynote presentations</u> are considered to be peer-reviewed and b) Funds required to ship juried exhibits.

3. All pre-approved requests must be sent to the Chair of the CRIC for post-approval review and signature for the account to be used. Monthly reports will be prepared for review of the CRIC and the College Executive Committee.

4. At the start of each fall semester, the CRIC will decide on a total travel budget and then allocate 1/3 of that budget for each semester. If a semester travel budget becomes depleted, no more travel funds will be available until the start of the next semester.

5. Requests that fall outside these guidelines will be considered by the CRIC on a case by case basis.

6. The CRIC will review this policy at the end of each year and reserves the right to change the policy if it is not working as intended.

C. TAMU Student Research Week

TAMU Student Research Week is an annual event at Texas A&M University that normally takes place during the month of March. The goal of Student Research Week is to enhance awareness of student involvement in research at Texas A&M. Poster and oral presentations given during this week highlight undergraduate and graduate student research

endeavors at Texas A&M. The CRIC will contribute up to $200 towards the production of posters for this event. For more information, please visit: < http://vpr.tamu.edu/SRW/index.html>.

D. ARCC/King Student Research Medal

In November, 1998 the Architectural Research Centers Consortium (ARCC) announced a new award program called the **ARCC/KING Student Medal for Excellence in Architectural and Environmental Design Research**. Each member school is to decide its own selection procedure.

Selection and Award Process
1. The ARCC/King Student Research Medal will be College-wide for students in programs that require a thesis or dissertation. Students who write a thesis or dissertation in the following programs are eligible: MS Arch, PhD Arch, PhD Urban & Regional Science, MS Visualization and any other program that has a thesis option.

2. Nominations are due by in late February in the dean's office. A final selection is due at ARCC by March 15. Nominated students must have graduated in the previous calendar year (May, Aug or Dec).

3. A maximum of two students may be nominated from each program.

4. A nomination letter is required from both the student's committee chair and degree coordinator.

5. Nominations are forwarded to a college award committee that will advise the dean of a possible selection. This college award committee will be comprised of members selected by the College Research Council who will also select a chair for this committee. Chairs of nominated students are not eligible.

6. The college award committee will review letters, theses and dissertations and vote to make their selections.

7. ARCC/King Medal is to be awarded at the Spring Awards Ceremony. It is recommended that the Chair (or Co-chairs) assist the Dean in presenting the award. The following information will be given to the College Communication Office so that it can be included in the program and script:

    Name of Awardee.

Title of the Theseis.
Name of the chair of the student's graduate advisory committee.

8. Mrs. Toni (Jonathan) King should be invited to this ceremony.

9. The Dean will write a letter to the awardee as well as to every student who was nominated for the medal.

E. CRIC Listserv, ARCHRES-L

The CRIC listserv, ARCHRES-L, was established to help faculty communicate with each other and members of the CRIC about research, scholarship and creative activities. If you wish to subscribe to the listserv you may do so by sending a one line e-mail message (subject not required) to <listserv@tamu.edu>. Type the following command in the first line of your message:

SUBSCRIBE ARCHRES-L firstname lastname (example: SUBSCRIBE ARCHRES-L Jane Doe)

You may also request a subscription by sending an email message to <crc@taz.tamu.edu>. Please include your first and last names.

F. College Scholarship/Research Grant Program

Revised June 20, 2001

Introduction and Purpose

The purpose of this grant program is to provide faculty and students with grant opportunities in addition to those that are available within the university (see above) and from other organizations.

Depending on the availability of funding, the CRIC will announce a request for proposals for faculty research, scholarship and creative activities three times each year: in October, February, and May. The maximum budget for these projects will vary, depending on availability of funding.

Eligibility

The following individuals are eligible to apply for the CRIC grant program: 1) any faculty or research staff with at least a 50 percent appointment in the College

of Architecture whose appointment will not end before the ending date of the award and 2) any student in the College of Architecture who is in good academic standing and who is not expected to graduate before the ending date of the award. Visiting faculty are not eligible.

GRADUATE STUDENTS: This grant program is designed primarily for faculty. However, the CRIC will also entertain requests for modest sums of funds to support graduate student research, scholarship and creative activities. Graduate students should use the same application procedure with the additional requirement that a supporting letter from the faculty member who agrees to be responsible for supervising your work be attached. These awards are limited to $1000 but will generally not be more than $250.

Graduate students are also reminded that they may apply for research funding through the Graduate Student Research and Presentation Mini-Grant Program. The primary purpose of this program is to support graduate student research. More information is available by visiting their website: <http://ogs.tamu.edu/OGS/currentResearchPresGrant.htm>

Proposal Format

Faculty and graduate students who wish to apply for funding for research, scholarship and creative activities should submit an electronic copy of the proposal in MS using the following proposal format. Please refer to Appendix B (Guidelines for Research Proposal) for additional guidance about preparing proposals.

1. A Cover Sheet (see below; you may also obtain the Cover Sheet from the College web site by looking under Centers and Laboratories and clicking on Research Policies/Procedures/Resources).

2. A proposal not to exceed 2000 words in the narrative portion, consisting of the sections listed below. The font should be equivalent in size and legibility to 12 pt Times New Roman. The Council will evaluate the quality of all the sections when ranking each proposal.

   a. A statement of problem or topic, and list of objectives.

   b. A review of current work or research relevant to the issue or problem.

   c. Procedures or methods you propose to achieve your objectives.

d. Potential benefits to the faculty member and the College, such as:

- development of faculty research/scholarly expertise,
- potential for publication in a peer reviewed outlet, such as a journal, a book, or conference proceedings,
- potential for submission to a design or artistic competition, or
- potential for the requested funds to be utilized to enhance current College programs, themes or priorities.

e. A justification of items in the budget.

f. A schedule for the work, including expected dates when phases of the work will be accomplished.

g. A plan for integrating this research into the teaching programs of the College.

h. A description of the interdisciplinary and team-based nature of the research project.

3. In addition to the criteria listed in item 2, the CRIC also requests that you write not more than 500 words that address the following issues:

a. List other potential outside sources being sought for this research project, including amounts. Typically, the Council will tend to look more favorably on proposals in which other university funding has been sought. One source of this funding is through the University's Faculty Mini-Grant Program. The deadlines are usually four times each year: October, December, February, and May. Please attach these proposals to your request.

b. Describe your plan for seeking outside funding for follow-on work related to the proposed activity if it is funded. The description should discuss the strategy, target groups, and timetable for seeking funds. Alternatively, this section could describe a plan for showing creative work, or for submitting a project to design competitions.

c. Describe what was accomplished with any Organized Research or Research Enhancement Funds received during the past three years, if applicable. *Please note that if you have previously received CRIC funds you must file a report that describes the work completed, assesses the usefulness of this work in your field, and provides to the CRIC a copy of the product of your work.*

4. A curriculum vitae, not to exceed two pages.

5. When reviewing proposals, the Council will first evaluate their quality based on the criteria listed above. The CRIC will consider the following issues in making its final decision:

a. Whether or not the applicant is a tenure-track faculty member.

b. Whether the proposed project is part of a larger, on-going program of inquiry within the College.

c. Whether the proposal is in a field for which external funding is difficult to obtain.

d. Whether the proposal is for seed funding to initiate new research which, if successful, could result in funding from other sources.

e. Whether or not the applicant has received recent funding from the CRIC.

College of Architecture   COVER SHEET—RESEARCH ENHANCEMENT FUNDS PROPOSAL

Name _____

Department _____

Co-Investigator(s) _____

Proposal Title _____

Dates   Start Date: _____   End Date: _____

Compliance/Ethical Issues   Human subjects?   ☐ Yes ☐ No
                                 International travel?   ☐ Yes ☐ No
                                 Potential conflict of interest? ☐ Yes ☐ No
                                 Classified or proprietary? ☐ Yes ☐ No
                                 Commercial potential?   ☐ Yes ☐ No

*Total Budget Requested (Maximum budget dependent upon funds availability)

Graduate students(s) salary	
Travel	
Equipment	
Supplies	
Other (list)	
Total	

* No funds may be used for faculty salary.
* No indirect costs or overhead may be included in your budget.
* If you are a graduate student, you must attach a supporting letter from a faculty member <u>who will supervise</u> this research.

Signature of Requester	Department Head Approval
Date	Date

CRIC Approval Signature	Date	Account number

rev: 7/23/04

3. CRIC POLICIES AND PROCEDURES

A. Research Proposal Preparation Procedures

1) Proposal Approval Process in the Dean's Office

Proposal review and approval in the Dean's Office will consist of TWO phases.

PHASE 1. Preliminary research proposals must be submitted to the Associate Dean for Research just prior to their initial submittal to a research administration unit (e.g., TEES, Research Foundation, etc.). This early submittal will ensure that the Dean's Office will have enough time to thoroughly review all proposals.

PHASE 2. Provided that a Phase 1 review has taken place, final research proposals will be evaluated by an authorized representative from the Dena's Office.

2) Budget Preparation

Budget preparation may be offered as a service by the selected research administration agency. However, it may be useful for principal investigators to prepare a preliminary budget during the proposal planning and preparation process. Budget preparation information is available from the TEES Research Services <http://trsweb.tamu.edu/> or the Research Foundation. <http://rf-web.tamu.edu/.>

3) Human Subjects Review

Faculty, staff, and students of Texas A&M University are required by federal law to observe certain ethical principles and follow specific guidelines for the protection of human subjects involved in research. Research is defined as a set of activities designed to test hypotheses and permit conclusions to be drawn that can be generalized beyond the individuals being studied. By contrast, practice consists of interventions designed to enhance the well-being of a specific client. Any project that has a research component must conform to the ethical principles and guidelines for the protection of human subjects, even if research is only a small component of the overall project. Whether or not a research protocol complies with the ethical principles and guidelines is determined by the University's Institutional Review Board (IRB) <http://researchcompliance.tamu.edu/irb_approval.php>. Research activities can proceed only after the IRB has examined the research protocol and issued its written approval.

The IRB's review is based upon the following criteria:

Research procedures ensure that subjects' risks are minimized, as well as being reasonable in relation to the anticipated benefits for the subjects and the importance of the knowledge that may reasonably be anticipated to result from the project.

Subjects are selected equitably and their informed consent is obtained (and documented as required) without undue influence or coercion.

Research procedures ensure subjects' personal privacy and the confidentiality of the data they provide.

Some research protocols are commonly referred to as exempt, but this means that they are exempt from review by the full IRB. It does not mean that they are exempt from any review by the IRB. If you think your research protocol falls into one of the exempt categories, you still must submit an application to the IRB so that its exempt status can be confirmed. If the IRB does not classify your research protocol as exempt, it will be reviewed by the full IRB at their next meeting. The IRB usually meets on the first Wednesday of the month. In order to process your completed protocol, all application forms must be submitted a minimum of 10 working says before the IRB meeting.

4) Gifts vs. Contracts

Occasionally a question arises about the difference between a gift and a contract. Gifts include support from private sources bestowed voluntarily and without expectation of any tangible compensation and deliverable product. Gifts typically do not have any indirect costs associated with them, although development fees are typically assessed. For additional information on gifts, please refer to system regulation 21.99.03.M1 (Gifts, Grants, Loans and Bequests) <http://rules.tamu.edu/urules/200/219903m1.htm>

In comparison, contracts are executed whenever Texas A&M University enters into a binding agreement with another party that involves any stated or implied consideration. Unlike gifts, contracts typically require the use of university facilities and administrative functions and therefore usually require

the addition of indirect costs to pay for the use of facilities and administration.

5) Indirect Cost Return

Typically, each research administration agency returns a portion of the indirect cost back to the College. It is the policy of the College to distribute these funds according to the model indicated in the table below.

Table 1: College Indirect Cost Return Distribution

	Model	University & Rsrch Fndn Contract Alloc.	College Distrib.	TEES Contract Alloc.	College Distrib.	TTI ** Contract Alloc.	College Distrib.
Rsrch Admin Agency		75%		25%		40%	
P.I.	20%		20%	16%		60%	20%
Dept *	20%	25%	20%		25%		80%
Center *	20%		20%	59%	25%		
College	40%		40%		50%		0%
TOTAL	100%	100%	100%	100%	100%	100%	100%

* If P.I. is not associated with a Dept or Center, the Dean retains the distribution
** Based on TTI policy

6) Indirect Cost Waivers

In some cases the policy of a research sponsor may preclude the full funding of indirect costs. In these cases a waiver or partial waiver of indirect costs may be requested by the researcher. The waiver should be accompanied by a letter from the research sponsor stating their policy towards payment of indirect costs. A request for waiver of indirect costs is normally submitted to the Vice President for Research through the Department Head and Dean.

7) Cost Sharing and Matching Funds

Cost sharing is that portion of the project cost which the sponsor requires to be contributed by the recipient. Cost sharing is usually in the form of faculty salaries included in the project at no cost to the sponsor. It may also be in the form of equipment that will have a long term benefit to the research program. Because of the complex nature of cost sharing, the researcher should consult with the Business Office or the Dean's office for further clarification and prior to the development of a full proposal.

8) Research Administration Procedures

There are a variety of administration options available to researchers at Texas A&M (see Figure 1). These include the Texas Transportation Institute (TTI), Texas Engineering Experimental Station (TEES), Texas Agricultural Experimental Station (TAES), Texas A&M Research Foundation (TAMRF) and the Office of Sponsored Projects. Most research projects from the College of Architecture will probably choose to have their proposals routed through either the Research Foundation or TEES that has an Architectural Technology section. If you have difficult in choosing one of these options, please contact one of the directors of the College centers or laboratories or the Chair of the Council.

Figure 1: Research Administration at TAMU
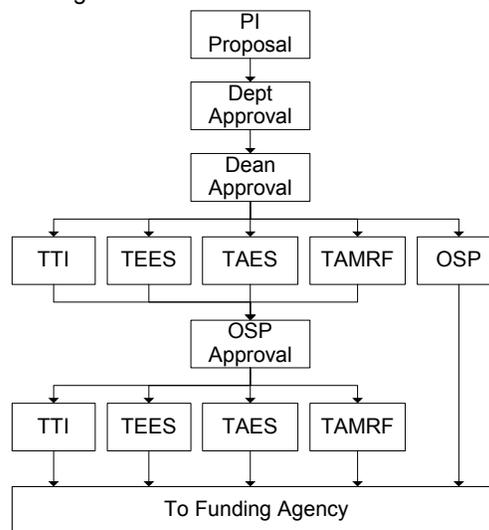
9) Responsible Research Conduct

All researchers should be aware of both ethical and legal issues that can arise during the conduct of research. Please view the following web site for more information: <http://vpr.tamu.edu/policy.html>.

B. Procedures for the Appointment of Fellows to Centers and Laboratories

Fellows of the laboratories or centers will be individuals who are related through a professional outreach or activity or area of mutual interest. They may be from government, professional practice, researchers with a common interest and who are working with the lab or center, faculty at Texas A&M University, or faculty at other institutions who have a similar relationship.

- Fellows may serve as members of a center or laboratory's advisory council where appropriate.

- Fellows titles will depend on the nature of their relationship.

- Fellows may be budgeted as a part of a grant, but may also offer support without financial remuneration.

The Fellow will be given a letter of appointment stating the terms and expectations under which the title is granted. The term of appointment will be limited to their period of active participation or three (3) years maximum, with opportunity to be re-appointed at the discretion of the Director, after a review of the contributions and activities of the Fellow, and input by the Advisory Council.

The titles proposed are: Professional Fellow, Research Fellow, and Faculty Fellow, as appropriate to the individual. Such titles may be used in any way that is beneficial to the aims and objectives of Texas A&M University, The College of Architecture, and the laboratory and center with which the Fellow is associated.

Appropriate communication between department heads and the dean will be sought prior to the appointment of a Fellow.

C. Procedures for the Appointment of Advisory Council to Centers and Laboratories

In considering the establishment of "support groups" the name should differentiate from the groups organized at college and department level, and the purpose of the group should be decided by the lab and center, though clearly stated in any documents of establishment and approved by the Dean.

The title Advisory Council is seems sufficiently broad to allow for duties to be agreed and assigned as needed. The title may have a descriptor appropriate to the needs of the laboratory or center and consistent with the makeup of the group. (For example, the Hazard Reduction and Recovery Center uses the title "National Advisory Panel.")

The term of appointment for members of advisory councils should be three (3) years, with staggered appointments recommended to allow for turnover without loss of continuity. Members may be re-appointed.

D. Assessment and Planning Process for Centers and Laboratories

Revised April 3, 1998

One of the strengths of the College of Architecture at Texas A&M University is the presence of an array of diverse and complementary centers and laboratories within its institutional structure. The continuous improvement and effectiveness of centers and laboratories may be fostered through a process of assessing the current status of the unit and planning for its future activities on an annual basis. The assessment and planning components of this process have equal weight and merit.

Two different though complementary assessment processes are involved. First, an Annual Assessment and Planning Process is undertaken yearly and integrated with other planning missions of the college and university. Second, a more extensive Advisory Assessment Process should be undertaken at approximately five year intervals.

1) Annual Assessment and Planning Process

Primary Criteria for Assessing Center and Laboratory Activities

All centers and laboratories will be assessed with regard to their contributions in four areas:

- Contributions to the Teaching Mission
- Contributions to the Knowledge Generation Mission
- Contributions to the Service/Outreach Mission
- Contributions to the Faculty Development Mission

All centers and laboratories can be expected to make some contribution to all of these activities. However, it must be recognized that one strength of the centers and laboratories lies in their diversity. No two centers or laboratories are organized alike. No two centers or laboratories have identical missions or goals. Some units focus primarily upon contributing to the teaching mission; for others it is knowledge generation. Some of these units provide significant service and outreach efforts on behalf of the College of Architecture and the university.

Therefore, an effective assessment tool and procedure must adequately accommodate this diversity. Although all centers and laboratories will

be assessed on all criteria, a different emphases may be appropriate for each unit.

Linking the Weighting of Assessment Criteria to the Specific Strategic Plan of a Unit

The assessment process is linked to the mission or goals statement in the strategic plan for each center or laboratory. Each center or laboratory is then evaluated on the criteria in proportion to their emphasis within the unit's strategic plan. For example, Center A may have teaching as its primary mission, followed in order by service, knowledge generation, and faculty development. However, Laboratory B may view service as its primary task, followed by knowledge generation, faculty development and teaching. The assessment process will involve qualitative analysis, but for purposes of weighting, no single criterion should be worth less than 10 percent or more than 70 percent, of the overall evaluation. The proportionate ratings will be determined by the center or laboratory director.

Nature of the Assessment Portion of the Process

The first part of the annual process is devoted to assessment issues. An Assessment Guide will be developed that requires center and laboratory directors to catalogue and document their unit's activities relevant to the four criteria previously discussed. This material will then be qualitatively analyzed in relation to the goals and milestones developed in the previous plan. This assessment will be developed by the center or laboratory director.

Nature of the Planning Portion of the Process

An equally important part of the annual process is devoted to reviewing the planned center and laboratory activities for the following year. Center and laboratory directors will develop this plan by listing specific goals and expected benchmarks for each of the four criteria. Directors are advised to consult with faculty associated with their program and also to consult with relevant department heads in this planning effort. This plan will be discussed and evaluated by the Dean of the College in light of the current year's activities.

Internal Assessment Process Schedule

Each yearly assessment will be based upon the calendar year from January 1 to December 31. An Annual Report will be compiled by the center or

laboratory director and delivered to the Dean of the College by March 31 of each year.

2) Center and Laboratory Annual Report

Annual reports by centers and laboratories will be presented using the outline found in Appendix C. Contributions to teach, research, service and faculty development are described below:

CONTRIBUTION TO TEACHING

Please list contributions that the center or laboratory has made to the teaching mission of the College of Architecture. Activities in the following areas can be included:

- Support of specific academic programs closely linked to the unit

- Classroom instruction that builds upon expertise and work of center or laboratory

- Training of undergraduate and graduate students

- Financial support for undergraduate and graduate students

- Presentations of lectures, colloquia, workshops, etc.

- Direction of theses and dissertations based on work of center or laboratory

- Mentoring of student projects

- Guest lectures in classes by members of center or laboratory

- Sponsorship of student peer-reviewed competitions

- Local, state or national awards for teaching activities

- Contribution to teaching core or specialized courses

- Other

CONTRIBUTION TO KNOWLEDGE GENERATION

Please list contributions that the center or laboratory has made to the generation of knowledge and design. Activities in the following areas can be included:

- External publication of referenced articles, books, and/or monographs and juried exhibitions of center or laboratory products

- Center or laboratory publications, projects and exhibitions

- Proposals submitted for funding of center or laboratory work

- Proposals approved for funding (list agency and amount)

- Presentations of papers and projects at scholarly meetings, conferences, and other universities

- Sponsorship of workshops, symposia, competitions, etc.

- Applied research and design activities performed for local, state or national public/private organizations

- Local, state or national awards for knowledge generation or design

- Acquisition of research equipment; contribution to research infrastructure

- Other

CONTRIBUTION TO SERVICE/OUTREACH

Please list contributions that the center or laboratory has made to the service/outreach mission of the College of Architecture. Activities in the following areas can be included:

- Public outreach activities at local, state and national levels

- Training programs for local, state and national professionals

- Service on professional boards, panels, and advisory agencies

- Membership on technical, scientific and design policy panels or committees

- Membership on technical, scientific and design review panels or committees

- Consulting activities to local, state and national public/private organizations

- Production of materials for use by outside organizations

- Local, state or national awards for service/outreach activities

- Other

CONTRIBUTION TO FACULTY DEVELOPMENT

Please list contributions that the center or laboratory has made to the faculty development mission of the College of Architecture. Activities in the following areas can be included:

- Faculty training sessions, classes and workshops

- Faculty assistance in proposal development

- Faculty assistance in project activities

- Mentoring of faculty about professional, research and creative issues

- Efforts to engage in interdisciplinary efforts across various departments and/or colleges

- Sponsorship of lecture series

- Faculty support for travel, equipment, and assistance

- Assisting faculty in becoming integrated into relevant networks

- Other

3) Five-Year Assessment Process

Centers and laboratories will undertake a major assessment conducted by an Advisory Panel approximately every five years. The purpose of this advisory assessment is to provide the individual centers or laboratories, and the College of Architecture, with an objective, authoritative analysis of the prior activities and future plans of the unit. The process has a number of benefits for the individual units and for the college, including the following:

- it provides guidance and expertise from both colleagues and outside professionals in fields related to the unit's mission and goals

- it facilitates a far reaching state, region and national vision for each unit and works against the adoption of myopic viewpoints

- it fosters increased interaction of the local units with relevant external organizations, disciplines, professions, and social networks

- it increases the national visibility of the local programs

- it brings fresh perspectives on the activities of the unit for consideration

- it exposes local units to external funding opportunities

Similar to the structure and process involved in the annual assessments, the five year review has both an assessment and a planning component of equal magnitude and importance. The unit will be evaluated on the four basic assessment dimensions, i.e., 1) teaching, 2) knowledge generation, 3) service/outreach and 4) faculty development. In addition, the contributions of the unit for those outside the university should be considered. Furthermore, the expertise of the advisory panel will be brought to bear on such issues as the organization of the unit, its mission, goals and activities, and the effectiveness of its current plan. Planning will be assessed in relationship to state, regional and national trends, concerns, and priorities.

Organization of the Assessment Panel

Each Advisory Panel will be appointed by the Dean and shall consist of three members: 1) a member of the College Research and Interdisciplinary Council (CRIC) who will serve as chair, 2) the director of the center or laboratory that is being assessed, and 3) another administrator experienced with centers and laboratories, who may be from outside the college or university. Therefore, the composition of each panel for each specific unit will vary.

Faculty input to the assessment process is desirable. However, the manner in which this input is obtained is determined by the individual assessment panels. Surveys of all faculty (and students where appropriate) associated with the center or laboratory are possible. Strategic planning sessions involving faculty and students and the inclusion of faculty statements within the report are also appropriate.

Upon completion of the assessment, the Advisory Panel will file a report that will be placed in the records of the center or laboratory. With regard to the assessment component of the document, the assessment panel may opt for producing a single, consensus based statement, or they may choose to incorporate individual assessment or statements from each of the three panel members. With regard to the planning analysis, the director of the center or laboratory is responsible for producing a five-year plan. Comments on the plan should be provided by the other two panel members. The report will also be presented to the Dean of the College, and directors are encouraged to discuss it with associated faculties and staff.

If required, funding for this activity should be provided by the Dean's Office or the College Research and Interdisciplinary Council of the College of Architecture.

F. Faculty Scientific Research Awards Criteria
Revised 4/3/2002

The College Research and Interdisciplinary Committee (CRIC) nominates faculty from the College of Architecture for a variety of Texas A&M University and other scientific research awards. The CRIC uses the following criteria in deciding which faculty members to nominate for these awards. These criteria are intended to be used only to help nominate faculty for scientific research awards and is not meant to exclude those faculty who pursue scholarly or creative activities from consideration for awards appropriate to those endeavors.

Publications

Faculty members' research records are evaluated for the quality and quantity of their publications. Quality can be difficult to judge, especially when making comparisons across disparate disciplines. However, the highest priority is given to publications in scientific journals that are peer-reviewed by a double-blind process (neither the referee nor the author knows the identity of the other). Among such journals, higher weight is given to journals that are selective, that is, those rejecting a large proportion of the manuscripts submitted for review.

Moderate weight is given to book chapters, books, and articles in special journal issues because these tend to receive minimal or no peer review before publication and selectivity often is low. Moderate weight also is given to publications in conference proceedings because acceptance rates typically are inflated to meet attendance goals and the pressure to produce the proceedings in time for the conference often forces acceptance of superficial or incomplete work.

Low weight is given to articles in trade publications, technical reports, or work for which only an abstract is published. Articles for trade publications typically are selected for professional interest rather then scientific merit and usually are edited for style, not scientific quality. Technical reports are rarely peer reviewed or edited, and abstracts rarely contain

enough information to support an evaluation of the work that it summarizes.

No weight is given to publications that substantially replicate the faculty member's previous work. The exception to this rule is an article that has been selected to be reprinted in an edited volume because of its excellence.

Special consideration is given to interdisciplinary research, which can be indicated by coauthorship with persons in another discipline or by authorship of work published in journals outside the faculty member's home discipline. The CRIC also considers the diversity of the faculty member's contributions. All other factors being equal, contributions to a number of different areas are given greater weight than an equivalent number of publications concentrated in a single area.

Finally, the CRIC evaluates the number of publications by considering the faculty member's contribution to each publication. This consideration is addressed by noting the number of coauthors and the order of authorship on the faculty member's publications.

Citation Record

Each nominee will be asked to submit an analysis of his/her citation record using one or more of the following citation indexes: Social Science Citation Index, Science Citation Index, Arts & Humanities Citation Index. This analysis should exclude self-citations. The citation record will be one of the factors that will be considered by CRIC in making its final decision.

Presentations

The criteria for presentations are similar to those for publications with quality being judged by double-blind review in selective conferences. Quality also is indicated by the prominence of the conferences and of the author's presentations within those conferences. For example, invited keynote addresses to major scientific societies are evaluated more positively than poster sessions. Quantity is adjusted for the number of coauthors and order of authorship.

Research Projects

Faculty members' research records also are evaluated for the quality and quantity of their research projects. As is the case with publications and presentations,

the quality of research projects can be inferred from the granting agency's use of a blind (the proposer does not know the identity of the reviewers) peer-review process. This generally means that funding from foundations, federal research agencies such as the National Institutes of Health and National Science Foundation, or state agencies such as the Texas Higher Education Coordinating Board, which funds the Texas Advanced Research Program/Advanced Technology Program, are rated more highly than funding from federal and state mission agencies or private industry. Among funding agencies, higher weight is given to those that are more selective, that is, those rejecting a large proportion of the proposals submitted for review.

The dollar amount of the faculty member's projects is considered, but the highest weight is given to projects involving the personal performance of scientific research that is designed to produce new knowledge. High weight also is given to projects that involve the direct supervision of others, especially graduate students in the College of Architecture, who are producing new knowledge. Moderate weight is given to projects designed to facilitate the transfer of existing technology and no weight is given to projects involving the provision of routine technical services.

Student Support

The number of students supported by the nominee will also be considered by the CRIC. Support may include the number of d graduate assistants (PhD and MS) supported by research funding as well as the number of masters theses and PhD dissertations that have been associated with funded research projects.

Research Reviews

Faculty member's research records also are evaluated for other contributions to the advancement of knowledge, such as involvement in the peer review process. The CRIC attaches significant weight to leadership in the peer review process. The highest weight is given to service as an editor or editorial board for a scientific journal that is highly selective and has a (preferably double-blind) peer review process. A similarly high weight is given to service as chair of a scientific advisory committee or a research agency's peer review committee. Moderate weight is given to service as a reviewer for scientific journals and conferences, research agencies, or major book publishers.

Research Impact

The impact of the faculty member's research will also be considered. For example, how the research may have changed building construction practices and policies or how the research may have changed the nature of research for the applicable field.

4. CONNECTIONS OF CRIC WITH OTHER UNIVERSITY COMMITTEES AND UNITS IN THE COLLEGE

Representation on University Committees

University Research Council: Mark Clayton.
Council of Principal Investigators: George Rogers.
University Infrastructure Committee: Fred Parke.

Representation on College Committees

College Academic Affairs Committee: David Woodcock.
College Executive Committee: Chair of CRIC, Robert Johnson.
College Promotion and Tenure Committee: Roger Ulrich.
College Information Technology Committee: Fred Parke.
College Faculty Strategic Planning Committee: Fred Parke
College International & Off-Campus Programs Committee: Marlynn May
College Publications Committee: Jeff Haberl

External Committees

Architectural Research Centers Consortium representative: Robert Johnson.

5. CRIC MEMBERSHIP AND SELECTION PROCESS

A. Membership

The College Research and Interdisciplinary Council consists of the directors of the seven research centers and laboratories of the College plus two elected faculty members, one of whom is elected to the Council of Principal Investigators and the other from the general faculty. Current members are:

Center for Health Systems and Design & Environmental Psychophysiology Lab: Roger Ulrich
Center for Housing and Urban Development: Marlynn May (substituting for Kermit Black)
Center for Planning, Design and Construction Education: Robert Segner
CRS Center: Robert Johnson (CRIC Chair)
Environmental Psychophysiology Lab: Louis Tassinary (on leave).
Hazards Reduction and Recovery Center: Michael Lindell
Historic Resources Imaging Laboratory: David Woodcock
Visualization Lab: Frederick Parke
Faculty position 1 (CPI rep): George Rogers
Faculty position 2: Jeff Haberl

B. Selection Procedure, Faculty Position 1

Faculty Position 1 is reserved for the elected College representative to the Council of Principal Investigators (CPI). This election, organized by the university, takes place every three years during the Spring semester. For more information, please visit the CPI web site <http://www.idmb.tamu.edu/cpi/>.

If a director of a college center or laboratory is elected to the CPI, then a special college election will be held for Faculty Position 1 using the selection procedure for Faculty Position 2.

C. Selection Procedure, Faculty Position 2

a. Faculty Position 2 is elected by the College every three years.

b. Any tenured or tenure-track faculty within the College of Architecture who is not the College representative of the Council of Principal Investigators is eligible for this position.

c. When an election is required (typically at the start of the Fall semester), the Chair of CRIC will distribute a call for nominations for Faculty Position 2. Nominations will be closed after a period of two weeks.

d. After the close of nominations, the Chair of CRIC will distribute a ballot to all tenured and tenure-track faculty within the College. One week after the ballots are distributed the votes will be collected and tabulated in the Dean's office.

e. The faculty person who obtains the largest number of votes will be selected for a three-year term on the CRIC. In the event of a tie, the Dean will select the faculty member from those who received a tie vote.

6. TENURE OF MEMBERS ON CRIC

The College Research and Interdisciplinary Council consists of the directors of the seven research centers and laboratories of the College plus two members that are elected from the general faculty (see item 4). The directors of the seven research centers and laboratories serve at the pleasure of the dean while the two elected members each serve overlapping two-year terms.

7. FREQUENCY, DATES AND TIMES OF MEETINGS

The CRIC meets every other week.

8. PROCESS FOR REPORTING CRIC ACTIVITIES

Brief minutes are written which indicates members who were present and outlines the major points of discussion and decisions taken at each meeting. These minutes are distributed directly to interested faculty via the CRIC email listserv (Archres-L).

9. PROCESS FOR TAKING ACTION

Decisions are made in the College Research and Interdisciplinary Council by first discussing the issue and attempting to arrive at a consensus. Members will vote on important issues and on issues where a consensus is not possible.

APPENDIX A: FUNDING REQUEST FOR TRAVEL (revised: 5 Dec 2001)

College of Architecture • Texas A&M University

Distribution after approvals:
Original: ☐ (Bus. Office)   **Copies:** ☐ CRIC ☐ ARCH ☐ COSC ☐ LAUP ☐ Int'l Affairs ☐ _____

A. Name _____

Other Faculty Involved _____

B. Destination and Purpose for Travel _____

You must attach a copy of 1) your <u>acceptance letter or email</u> and 2) a <u>100-250 word abstract</u> (please email to CRIC chair)

C. Title of Paper _____

D. Dates of Travel _____

E. Estimated Expenses

a) Air Fare:	
b) Registration Fee:	
c) Per Diem:	
d) Mileage: (car rental)	
e) Other: (hotel)	
f) Total Request:	

F. Department (check one)   ☐ ARCH   ☐ COSC   ☐ LAUP

G. Approvals (All requests must be initiated and evaluated by your department)

	Award Amt	Account #	Approval Signature	Date
Step 1) Department	$			
Step 2) Assoc. Dean Int'l & Off Campus[1]	$			
Step 3) Other	$			
Step 4) Chair, CRIC[2]	$			

[1] Associate Dean Thomas Woodfin <woodfin@archone.tamu.edu>. Only for international travel.

[2] Professor Robert Johnson <rejohnson@tamu.edu>. CRIC funding is mainly to present **peer-reviewed work**. See CRIC travel policy at <http://archnt2.tamu.edu/archres/>. CRIC funding source is the indirect return from externally funded research projects.

1. Faculty with extensive travel needs may be asked to prioritize their requests. Lecturers and Ph.D. students are encouraged to apply and may receive partial funding.

2. Please fill out a <u>travel and leave form</u> through your department prior to your departure.

3. In order to be reimbursed, you must submit <u>original receipts</u> for all expenses.

APPENDIX B: GUIDELINES FOR RESEARCH PROPOSALS

Rev: July 22, 2000

The College Research and Interdisciplinary Council (CRIC) supports a wide variety of scholarly endeavors that include many different forms of analysis and design projects. Broadly speaking, analysis projects involve the collection and examination of data (which may be verbal, numeric, or pictorial) and use these data as the basis for drawing conclusions. Design projects synthesize a set of elements to produce a work that can be judged on the basis of a variety of aesthetic and functional criteria.

It is important to bear in mind that your proposal will be evaluated on the basis of what the reviewers see on paper. This is to ensure that all proposers are treated equally and that those who know the reviewers personally do not gain an unfair advantage. To be fair to the other proposers, the reviewers will attempt to ignore any information they know personally that is not presented in the proposal.

In evaluating the proposal, the CRIC has devised a set of criteria that are used by all reviewers. These criteria are explained in the sections below.

Introduction to the problem and literature review

You are expected to introduce the proposal by a) stating the problem, b) reviewing the relevant literature, and c) stating clear objectives. The problem statement must be clear enough that the reviewers can understand the nature of the work you are proposing to do and, especially, so they can evaluate the scope of work and the corresponding resources that are required to conduct your study.

You also are expected to place your project in the context of previous work on the problem you have identified. This means that a literature review or its equivalent for your project is required. A common error is to assert that a narrowly defined problem has no previous published studies and, therefore, that there is no literature to review. Such proposals are not acceptable. If a narrowly defined problem does indeed have no literature on that *specific* topic, you will be expected to identify relevant literature on *related* topics that can be used to guide the development of project objectives and methods of inquiry.

Finally, the introductory section must state the objectives of your proposed project clearly enough so that the reviewers can determine specifically what you plan to do. Those conducting empirical research frequently will find that previous findings are sufficiently specific that you will be able to state your expected results in the form of clearly stated hypotheses. This occurs when competing theoretical perspectives yield different predictions about empirical results. However, there are many other situations in which the research is more exploratory and specific hypotheses cannot be made. The CRIC encourages proposals for exploratory research in areas where the support for specific hypotheses is lacking. Nonetheless, proposals for exploratory research still require specific research objectives.

Design projects also should show how they build upon previous work and state specific project objectives. As is the case with analytic projects, the objectives should provide the reviewers with a clear understanding of what you plan to do, how it makes a scholarly contribution by doing something new, and how that contribution is valuable to your field of scholarship.

Methods of inquiry

The reviewers' evaluations of your proposal will be significantly influenced by the quality of the methods you propose to use to address the objectives you have identified. The majority of the proposals received by the CRIC are for empirical research, but other forms of scholarly activity also are eligible for funding from the CRIC. Guidance for different methods of inquiry is presented in the sections below.

Empirical research. The reviewers will evaluate your proposal in terms of accepted criteria for inductive inference. These include describing the methods by which you will measure the concepts you plan to investigate, the procedures for data collection, and the methods you will use to analyze your data.

With regard to measurement, you are not required to present the reviewers with an exact list of all of the variables for which you will collect data. However, it is essential that you describe the method by which you will select or construct those variables. The reviewers will look for evidence that you will use variables that are adequate measures of the underlying concepts that you are addressing. The reviewers will have increased confidence in your proposal if you use measures that have been demonstrated in previous research to have adequate reliability (show consistent results) and validity

(actually measure what they are intended to measure). If you plan to develop new variables to measure the theoretical concepts in your study, you should describe the procedures you will use to select or construct those variables. In addition, you should explain how you intend to assess their reliability and validity.

You also must describe your methods of data collection. It should be clear to the reviewers what is the relationship between the population of entities (whether they are people, organizations, buildings, environments, etc.) to which you will attempt to generalize your conclusions and the subset of individual members that you draw from that population. Will you attempt to collect data from the entire population or sample from it? If you sample, will the selection procedure you propose to use yield a *representative* sample (one in which the estimated characteristics of the sample are essentially the same as those of the population)? Conversely, if you collect data from a convenience sample, what is the population to which you can generalize? Another important question to address is whether the sample size is large enough to provide adequate statistical precision (i.e., you have a reasonable chance of classifying a theoretically meaningful result as statistically significant).

With regard to analysis, you must specifically state *which* method of analysis you will use. You also should identify the potential problems in using that method on the data you will be collecting, and your planned methods for detecting or avoiding these problems. For example, do not state that the data will be analyzed using "commonly used methods of statistical analysis". There are many methods of statistical analysis and any of them can be used inappropriately. The reviewers cannot determine from such a statement whether you are planning to use the correct method for your study. Similarly, it is unacceptable to state only what statistical package will be used (e.g., SPSS, SAS). Commonly available statistical packages allow the researcher to use many different analytic techniques.

Database or archive development. Proposals in these categories need to define what are the criteria for selection into the database or archive. What is the population of entities that are eligible for selection and, specifically, how is it defined? If the entire population is not to be included, which members of the population will be selected and what are the specific criteria for their selection? Are they to be a *representative* sample or an *exemplary* sample (e.g.,

the sample contains only the best examples or, perhaps, only the best and worst examples)?

Historical or legal research. Proposals in these categories need to define what sources will be used for the research, what data will be collected, how the data will be collected, and how the data will be evaluated to draw conclusions.

Artistic or design work. Proposals for artistic or design work should clearly describe the nature of the work to be undertaken, the approach to be used in creating the work, and plans for evaluation of the completed work.

Budget and schedule
You must provide enough detail in the budget and schedule for the reviewers to determine whether the project can be performed with the requested resources. In general, the reviewers look more favorably on proposals that allocate most of the funds to graduate student support. Equipment purchases (especially computers) generally are discouraged unless there is a compelling rationale explaining why such equipment cannot be borrowed or rented.

Faculty development
The reviewers are more supportive of proposals from tenure-track faculty, and for those proposals that are in areas for which there are limited alternative sources of funding for scholarly activities.

Publication/exhibit potential
The reviewers are more supportive of projects in which there is a potential for increased visibility for the faculty member and the college. You should articulate a specific plan for how you intend to achieve high visibility. In most cases, proposals that address significant problems, have superior literature reviews, and use exemplary methods will be the ones that are most likely to have high rankings on this criterion.

College priority
The reviewers are more supportive of projects that reinforce the principal activities in which the College of Architecture is involved. Your proposal will have a higher priority if it indicates specifically how your project will strengthen the visibility of one or more College of Architecture departments, graduate or undergraduate degree programs, certificate programs, or centers/laboratories.

Teaching integration
The reviewers are more supportive of projects that will have positive consequences for students. This can be accomplished by involving students in data collection and data analysis phases of empirical research. Alternatively, it may be that any collected data will illustrate important concepts, or because the conclusions drawn from the project will improve the quality of instruction. Teaching integration can be achieved in design projects by involving students in the design process or by creating a product that students can compare to other design products, thereby learning fundamental design principles.

Interdisciplinary perspective
The reviewers are more supportive of proposals that reflect an interdisciplinary perspective. Evidence supporting an interdisciplinary perspective includes the collaboration with participants from different academic disciplines, the citation of literature from different disciplines, or the application of methods from one discipline to a problem or theory in another discipline.

Other funding source potential and follow-up funding potential
The reviewers are more supportive of proposals that indicate a potential for leveraging the modest amounts of money that the CRIC has to offer. Proposals are more persuasive when they identify specific organizations (private corporations, government agencies, foundations, industry associations), specific program announcements, and likely levels of funding support. The CRIC recognizes that some fields have limited potential for external funding, so this criterion receives less weight in judging proposals in those fields.

Prior accomplishments with CRIC funds
The reviewers will examine your record of productivity on previous CRIC grants if *any* of the investigators has received previous CRIC support. Those who have not generated the promised products (e.g., reports, databases, archives) within a reasonable period of time after the termination date of a previous proposal will be given a low priority for awards.

Required Report to CRIC. The College Research and Interdisciplinary Council is required to account to the Dean of the College, and to the Office of University Research, on the disposition and outcomes of funds provided in support of scholarly activities.

Your assistance is requested in providing a one page executive summary, with attachments of published outcomes as appropriate.

The report should reference the AWARDEES, PROJECT TITLE, AMOUNT FUNDED, and DATE OF AWARD.

The report should stress:
- the nature of the project and its significance in your field,
- any additional funds, either actual or potential, from these seed funds,
- the team of scholars, particularly cross-disciplinary work, and the meaningful involvement of graduate students,
- any peer reviewed outcome of the work, either completed or in progress,
- any professional recognition of the work.

Please interpret the terminology above to suit the nature of your scholarly work. The CRIC is mindful of the valuable diversity of faculty in the college, and the associated diversity of creative work. Any report by the CRIC will celebrate all such activity.

Please submit your report within 60 days of project completion to the Chair of the College Research and Interdisciplinary Council.

Overall rank
All proposals submitted within a cycle will be compared using the criteria described above. There is no predetermined point value assigned to any of the categories, but past experience shows that any proposal with significant flaws in the problem statement or methods of inquiry is unlikely to be competitive.

Each reviewer ranks all of the proposals and an average rank is computed across reviewers. There typically is strong consensus among the reviewers regarding the relative merit of some proposals, but there is some degree of disagreement about the remainder. The reviewers resolve any disagreements through extensive discussions about the relative merits of the proposals at issue and the availability of funds to support those proposals. The CRIC may decide to offer partial funding to equally worthy proposals.

APPENDIX C: CENTER AND LABORATORY ANNUAL REPORT GUIDELINES

Rev: 21 June 2001

Annual Report Outline

1. Purpose of Center/Laboratory

2. Unit History

3. Unit Organization
   - A. Components and Functions
   - B. Personnel

4. Activities for the Year
   - A. Contributions to Teaching
   - B. Contributions to Research
   - C. Contributions to Service
   - D. Contributions to Faculty Development

5. Goals for the Next Year
   - A. Contributions to Teaching
   - B. Contributions to Research
   - C. Contributions to Service
   - D. Contributions to Faculty Development

Annual Report Publication Formats
   - E. Full Publication
   - F. Abbreviated Publication

Annual Report Publication/Distribution Date

Annual Report Publication Target Audiences

Funding of Annual Report Publication