

College of Design Research Policies

Updated 2022.12.15.

1. External Course Buyout – **effective July 1, 2022**
 - a. For all grant applications submitted by College of Design (DSGN) principal investigators (PIs) after July 1st, 2022, the external course buy-out rate in DSGN shall be \$10,000 (inclusive of OPE) for faculty at the rank of assistant professor.
 - b. For all DSGN PI's grant applications submitted after July 1st, 2022, the external course buy-out rate in DSGN shall be 10% of 9-month salary plus associated OPE for faculty the rank of associate professor or full professor.
2. Internal Course Release – **effective July 1, 2023**
 - a. DSGN will allocate one internal course release per year to the director of a lab/center/institute that is classified as “high” or “highly intensive” **per Table 1.1.**
 - b. Only one internal course release is allocated per year to a “high” or “highly intensive” lab/center/institute, even in the case of co-directors.
3. Lab/Center/Institute Director Stipend – **effective July 1, 2023**
 - a. DSGN will allocate one director stipend per “qualifying” lab/center/institute per year, although it may be split between co-directors as applicable.
 - b. The director stipend will follow the OVPRI schedule as currently listed in [Table 1.1](#). The director stipend schedule will be updated following the OVPRI director stipend schedule.
 - c. The current OVPRI director stipend schedule begins with a director “base stipend” of \$4500 annually (for a “qualifying” lab/center/institute). The base stipend will be paid using DSGN funds.
 - d. In addition to the base stipend, a lab/center/institute that is classified (per [Table 1.1](#)) as “medium”, “high”, or “highly intensive”, will be allowed to pay the director a supplemental stipend using lab/center/institute-generated funds (e.g., ICC, royalty accounts, designated operations accounts, gifts) following the OVPRI schedule. Currently, annual supplemental director stipends are \$2100 for “medium”, \$3000 for “high”, and \$5000 for “highly intensive” lab/center/institute classifications.
4. Grants Management and ICC Funds Management – **effective July 1, 2022**
 - a. If a DSGN PI's grant is managed by the DSGN grant management staff in the Dean's office, then ICC funds recovered remain within the Dean's office and are not distributed to the PI or a lab/center/institute.
 - b. If a DSGN PI's grant is managed by a lab/center/institute that is operating as a Grant Management Unit (GMU), 100% of ICC funds are distributed to that GMU.
 - c. Until the full annual cost (salary plus OPE) of an officer of administration (OA) or departmental grant administrator (DGA) within each GMU is covered, 100% of the GMU's ICC funds will be directed to the OA/DGA salary and OPE.
 - d. Each GMU must report how all ICC funds were allocated as part of the annual reporting requirements (see below).
5. DSGN Research Annual Reporting & Budgeting – **effective January 1, 2023**
 - a. Each qualifying (or applicant) lab/center/institute must submit an annual report documenting evidence of impact (per Table 1.1), a proposed annual budget, and detailed list of anticipated external course buyouts, internal course releases, director stipends, and ICC fund allocations to the ADR before May 1st annually. The ADR and RAB will review and provide recommendations to the Dean's Office before June 15th and the

Dean's Office will review and provide feedback/approval to each lab/center/institute before July 1 annually.

6. Appointment of a part-time associate dean of research (ADR) – **effective Spring 2022**
 - a. The DSGN Dean will appoint an ADR, at approximately 0.25 FTE annually, with the following portfolio:
 - i. developing and coordinating research programming and operations within the College of Design;
 - ii. leading and managing the college's research enterprise;
 - iii. assisting the Dean with the administrative responsibilities that support the college's research enterprise;
 - iv. working collaboratively with university leadership, faculty, staff, and students;
 - v. strategic planning for college research initiatives;
 - vi. overseeing compliance with university research policies and procedures;
 - vii. research mentoring and advising;
 - viii. review and approval of research proposals submitted by DSGN faculty;
 - ix. overseeing new strategic research initiatives;
 - x. serving as the research liaison and representative for the college across campus;
 - xi. supervising the management and planning of DSGN research facilities and research space allocations;
 - xii. ensuring DSGN research facilities and research spaces comply with operational regulatory requirements;
 - xiii. performing other duties as required and assigned by DSGN Dean.
 - b. ADR appointment and compensation:
 - i. annual 0.25FTE appointment, 3-year term
 - ii. annual administrative stipend of \$3,000
 - iii. three weeks of summer salary at 1.0FTE
 - iv. five-course releases total spread across the entire 3-year term, with no more than two-course releases taken in any given AY, with approval of Dean and appropriate School Director
7. Maintaining DSGN RAB and Initial Charge – **effective Spring 2022**
 - a. The ADR will facilitate the DSGN RAB, with membership appointed by the ADR with the approval of the Dean.
 - b. RAB meetings occur approximately quarterly (~3 times per year)
 - c. Faculty input and feedback will be accepted by the RAB on a rolling basis and discussed by the RAB and ADR to support future policy changes.
 - d. The determination of each lab/center/institute as "qualifying" and assessment of classification (as medium, large, highly intensive), as well as the GMU status, will be reviewed by the DSGN RAB and ADR, and recommendations made to the Dean for final determination on a three-year cycle beginning September 2025 or more frequently as needed (per Table 1.1).
 - e. All DSGN research policies are reviewed and updated by the DSGN RAB and Dean on a three-year cycle beginning September 2025 (per Table 1.1).
 - f. The ADR and RAB will review lab/center/institute annual reports and proposed budgets and provide recommendations to the Dean's Office before June 15th annually.
 - g. The ADR and RAB will coordinate with OVPRI staff and other UO Colleges to promote DSGN research and explore models to increase DSGN research infrastructure.

Table 1.1: DSGN Lab/Center/Institute Qualification/Classification Criteria (Updated 2022.12.15.)

Lab/Center/Institute Criteria	"Qualifying"	"Medium" Classification	"High" Classification	"Highly Intensive" Classification
Annual Operating Revenue	> \$250K annual avg for 3y	> \$750K annual avg for 3 years	> \$1M annual avg for 3 years	> \$3M annual avg for 3 years
ICC Returns to College	> \$25K	> \$35K	> \$50K	> \$150K
Sponsored Awards	> 1 annual avg for 3 years	> 5 annual avg for 3 years	> 7 annual avg for 3 years	> 10 annual avg for 3 years
Participating Faculty & Research Staff (FTE)	> 1 FTE directed toward unit functions (inclusive of TTF & NTTF)	> 2 FTE directed toward unit functions (inclusive of TTF & NTTF)	> 4 FTE directed toward unit functions (inclusive of TTF & NTTF)	> 6 FTE directed toward unit functions (inclusive of TTF & NTTF)
Administrative Staff	Utilization of College staff	Utilization of College staff	1 FTE	> 1 FTE
Modes of Engagement	> 1 from list 1. Grants, contracts; 2. Gifts; 3. Public Education (professional outreach, community service, government testimony); 4. Hosting exhibitions/conferences/symposia/professional meetings; 5. University service; 6. Student credit hours			
Evidence of Impact	Provide an annual narrative of effort and impact including metrics above. Include CV level of reporting for all unit publications, events, and exhibitions; provide a description of news mentions and citations; a report is due annually before May 1.			

Determination of standing as a DSGN qualifying lab/center/institute and classification is at the discretion of the Dean's Office based upon criteria outlined above, and with input from the ADR, RAB, and unit heads. The College may recognize a lab/center/institute with or without the provision of discretionary investments.

The Dean's discretionary investments may include a base-level director stipend, internal course release, distribution of ICC funds, or other investments possibly including support for DGAs. Most lab/center/institute classifications will meet or exceed the thresholds for three or more of the categories above for a period of three or more years, however, these are guidelines for RAB and ADR recommendations to the Dean's Office and not explicit thresholds.

The RAB, ADR, and Dean will review all new lab, center, and institute proposals upon recommendation of unit heads and submission of report and budget by May 15 annually. The RAB will review DSGN research policies every three years and provide recommendations for updates to Dean's Office (beginning in September 2025). The RAB will review each lab/center/institute's cumulative annual reports every three years and provide recommendations for maintaining or reclassification to the Dean's Office (beginning September 2023). The Dean's Office will review policy recommendations and lab/center/institute qualification and classification status every three years (beginning September 2025). Apportionment and accounting for collaborations within DSGN will be considered by the RAB and ADR and recommendations of discretionary investments will be at the determination of the Dean.