



Office of Academic Affairs | University Studies

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To: University Studies

From: Shelly Chabon, Ph.D., Vice Provost for Academic Personnel, & Dean of Interdisciplinary
General Education, Academic Affairs

Linda George, Ph.D., Professor, Environmental Science and Management, Interim Executive
Director of University Studies, Academic Affairs

Re: Principal Investigator/Project Director Eligibility and Responsibility Policy

Dear UNST Colleagues:

Recently, Portland State University determined that serving as Principal Investigator (PI) for external grants or contracts is generally restricted to faculty whose appointment is consistent with undertaking the [roles and responsibilities of managing a grant or contract](#).

According to PSU policy, automatic eligibility is granted to:

- Tenure-related faculty with the ranks of Assistant Professor, Associate Professor, or Professor.
- Tenure-related faculty in University or Administrative service.
- Non-Tenure Track Faculty with the rank of Research Assistant Professor, Research Associate Professor or Research Professor and an appointment of 0.5 FTE or greater as defined in the AAUP collective bargaining agreement.
- Emeritus faculty who were approved PIs prior to retirement (with the approval of their department chair and dean)

Under these rules, there are no Core University Studies Faculty automatically eligible to serve as Principal Investigator on external grants or contracts. These rules apply to *any* external funding that would pass through PSU Research and Sponsored Projects, including fellowships. The Office of Research and Graduate Studies has a process for faculty to apply for PI Eligibility, if they are not automatically eligible. This application must be submitted by the Dean of the faculty member's College. The Office of Research and Graduate Studies must approve the PI eligibility exception *before* starting the preparation of any proposal through Research and Sponsored Projects.

Non-tenure track instructional faculty in UNST are not expected to pursue external funding for promotion or review. However, given University Studies' role at the University, the job classifications of our Core faculty and the interests of some UNST faculty, it seems reasonable that we (UNST) would apply for exceptions to PI eligibility for externally funded projects that comply with the following:

For UNST faculty in Instructor, Senior I and Senior II ranks:

1. Limited to projects that are related to enhancement or expansion of UNST programming, curricula or faculty development for teaching UNST courses.
2. Does not involve more than one course release per year for the PI.

For UNST faculty in Assistant, Associate or Full Professor ranks (whose promotions are based, in part, on their scholarly work):

1. Limited to projects that are related to enhancement or expansion of UNST programming, curricula or faculty development for teaching UNST courses or are related to their scholarly agenda.
2. Does not involve more than one course release per year for the PI.

We are impressed by the initiative and energy of the UNST faculty in improving pedagogy and curricula with external funding. We hope that this guidance helps you assess how to direct your interests in external funding in ways we can support.