

Unit-level Standards for the Research Release Program (Article 18.15)
School of Administrative Studies / Faculty of Liberal Arts & Professional Studies

Revised and adopted by the School's professorial stream faculty members on January 26, 2017.

Preamble

Beginning in 2017-2018, a Research Release Program (NEW Article 18.15) that provides an annual .5 FCE course release will be phased in. According to Article 18.15, each academic unit will develop specific qualification criteria particular to their discipline. The criteria should adequately and reasonably take into account meaningful indicators of involvement in a regular pattern of research/scholarly/creative activities as defined by the norms of the discipline and/or the faculty member's field. Such indicators may include:

- i. Dissemination of research in the form of peer-reviewed (or critically reviewed) publications and/or academic conferences and/or creative/scholarly activities;
- ii. Applications for external grants as well as successful external grants awarded;
- iii. Evidence of ongoing research activity that is reasonably expected to result in dissemination of research outcomes/scholarly/creative activity as in (i) above.

The following criteria and procedures have been developed with these considerations in mind.

Qualifying Criteria

Indicators of a regular pattern of research activity may include, but are not limited to, the following categories delineated below.

Type 1

School of Administrative Studies (SAS) Faculty will be deemed research active and recommended for the research release program outlined in Article 18.15 if they meet any of the following criteria:

- 1.1 One peer-reviewed (or critically reviewed) publication, including but not limited to journal articles, books, book chapters, and edited volumes/special issues, accepted for publication in the academic year¹ preceding the application.
- 1.2 Three peer-reviewed (or critically reviewed) publications, including but not limited to journal articles, books, book chapters, and edited volumes/special issues, accepted for publication in the five academic years preceding the application. □
- 1.3 Any external grant applied for or awarded in the preceding academic year (regardless of amount). *Awarded grants are considered indicative of research activity for the duration*

¹ Academic year is defined as July 1 to June 30; however, this does not preclude the inclusion of publications accepted in the current academic year prior to the SAS research release application deadline.

of the grant.

- 1.4 Awards for research excellence such as external fellowships, book awards, or other scholarly accomplishments received in the preceding academic year. These will be taken as an external agency's acknowledgement of research activity. □

Type 2

Whereas Type 1 activities (items 1.1 to 1.4 above) are sufficient in themselves as an indicator of research activity, other evidence can be utilized to demonstrate research activity and progress towards dissemination. SAS Faculty will also be deemed research active and recommended for the research release program outlined in Article 18.15 if, *in the academic year preceding the application*, he or she meets a combination of activity type 2.1 **and** one of activity types 2.2 to 2.5, as follows: :

- 2.1 Manuscripts in progress. These must be contextualized within the applicant's research statement.
- 2.2 Other evidence of progress in research dissemination in the form of the presentation of papers at learned conferences, articles in peer-reviewed conference proceedings, and published or unpublished research reports. These may fall outside the usual model of publication and may include research collaboration and community engagement.
- 2.3 Internal grants awarded for research activity. □
- 2.4 Evidence of ongoing activity that contributes to the *combined research endeavours of the academic community* that leads to research dissemination. This may include but is not limited to the organization of conferences, editorship of journals, membership on adjudicating committees of funding agencies, and the organization of other community/public events devoted to knowledge mobilization/research dissemination.
- 2.5 Alternate evidence of progress in research dissemination. This may include graduate supervision load, consisting of primary supervisions and credited the year the student graduates, and other research-related activities which must be contextualized in the applicant's statement.

Application process

In order to apply, applicants are required to submit a **one-page research statement** justifying their qualification for a research release according to the qualifying criteria listed above. Applications are to be submitted to the SAS School Director's office by the SAS internal deadline.

Exceptions

Within SAS, there is variation across disciplines in regard to the preferred format of scholarly output (e.g., peer-reviewed articles, sole-authored books, co-authored books, book chapters, edited volumes) and the research methodologies employed. Consequently, we recognize that certain types of scholarly outputs, methodologies, and other indicators of research activity may require greater commitments of time and resources, which may result in a research-active

applicant not meeting the criteria outlined above. In these cases, the applicant shall be assessed on the basis of reasonable expectations of a scholar working in his or her discipline or area of specialization and will be required to justify such exceptions in his or her one-page research statement.

Similarly, we recognize that it is reasonable to expect a lower level of scholarly activity (e.g., fewer publications) for faculty members who are either (i) heavily involved in administration or (ii) on parental, maternal, medical, or other personal leave. In these cases, allowances shall be made for a lower level of research output. Applicants are encouraged to explain their particular circumstances in their one-page research statement.

Review and approval at SAS

The SAS Research Committee will be responsible for reviewing all applications² using the criteria outlined above. Within four weeks of the SAS internal submission deadline, recommendations will be made to the School Director who will then forward them onto the Dean.

Where the Research Committee decides not to recommend an applicant, the Committee shall, in writing, provide the School Director with the rationale for the Committee's recommendation. The School Director shall discuss the recommendation with the applicant concerned. If the applicant agrees with the recommendation, his or her application will be withdrawn.

If, following discussion, the applicant concerned does not agree with the recommendation of the Research Committee, the School Director shall provide the applicant, in writing, the rationale for the Committee's recommendation. The applicant may request reconsideration of the recommendation by providing the Research Committee with a written response within five working days of the delivery of the Committee's rationale.

At this point, the Committee may invite a colleague whose research is in the same area as the applicant being reconsidered to share his or her expertise regarding the norms of the applicant's field of research. He or she may inform the Committee but will not participate in deliberations or decisions.

If, after reconsideration, the Committee decides not to recommend the applicant for research release, the School Director will make a recommendation based on the Committee's final recommendation. The applicant's request for reconsideration will also be forwarded to the Dean.

² Where one of the Research Committee members has applied for the release, he or she will recuse him or herself from the appraisal of his or her application.