

## **Department of Communication Studies**

### **Draft Criteria and Procedures for implementing YUFA Article 18.5 (2016-19)**

#### **Preamble**

As per Article 18.15 of the YUFA collective agreement, a research based teaching load reduction will be granted to all faculty members in the department who are actively involved in research. The purpose of this program is to support research by providing a 0.5 FCE release from teaching to research-active faculty. In determining whether a faculty member is "research active", the department recognizes past, ongoing, and planned research activities.

#### **Process**

i) Individual faculty must apply to the chair by November 1 to obtain the release in the following academic year. All full time tenure track/tenured faculty who normally teach 2.5 FCE's are eligible, as are all faculty appointed to administrative positions.

ii) Applications will include a CV outlining the last six years academic activities and a brief statement (400 words or less) outlining the applicant's general research plan and activities. The plan should describe the general focus of ongoing or proposed research and provide the context for the specific research activities.

iii) Table 1 below sets out discipline specific criteria/indicators of research activity as per the three categories of research criteria/indicators described in Article 18.15 e of the collective agreement. It is expected that, in due course, the research undertaken by faculty members of the Department of Communication Studies will result in the dissemination of research as described in Row i) Table 1. In the meantime, the criteria/activities described in Rows ii) and iii) shall be deemed sufficient to qualify for the research release. Applications should explicitly address the criteria/activities described in Table 1 and provide indications or evidence of such activity, whether recent, current, or planned for the future.

iv) Every effort will be made to ensure that research activity will be recognized in a way that is appropriate to the norms and practices of the faculty member's area of work and expertise. Consequently, while criteria for research activity will generally fall within those described in Table 1, given the diverse critical perspectives and creative or technical activities of faculty within the unit, consideration will also be given to research activity that may be heterodox, interdisciplinary, or non-normative in that regard.

v) With the approval of the department, the chair will review the applications and determine those who are qualified based upon the approved departmental criteria. The department or the chair may also decide to appoint a committee to review the applications, in which case a

committee comprised of no more than three full time faculty members will be appointed to the task. All full time faculty are eligible to sit on the committee.

vi) Attention will be given to equity and fairness issues. Any factors mitigating research activity, such as parental leave, disability or illness, as well as administrative appointments and level or extent of service positions must be considered.

vii) The chair/committee will review the applications and determine those who are qualified based upon the approved departmental criteria. Faculty members who are considered not qualified will be given reasons in writing and may request a reconsideration of their file.

viii) The list of those eligible for a research release will be submitted as recommendations to the Dean. Those recommendations will be forwarded by November 30.

ix) The research release must be taken in the year it is awarded.

x) Given that the initial releases will be implemented partially (half the eligible faculty in 2017/18, half in 2018/19), a “one-time” process for allocating releases in those years is outlined below.

### **Criteria**

As an interdisciplinary unit, faculty in the Department of Communications Studies define their research activities broadly. This includes conducting and disseminating research that is: i) critical, in that it addresses relations of social power; ii) collaborative, in that it involves partners from within and without academia; and iii) engaging, in that it addresses a multitude of publics. Faculty also promote and facilitate the formation of intellectual communities through activities such as editing journals, creating and/or moderating online discussions, and cultivating new intellectual frontiers through activities such as editing significant anthologies or organizing conferences. The development of exceptional web portals, arts installations, quality journalism contributions, peer reviewed textbooks, conference papers, scholarly involvement with policy documents and initiatives, and other means of publishing and addressing various publics also count as contributions to scholarship.

In this context, the criteria/activities set out in Table 1 are intended to be read as examples of indicators of such activity. This is not a merit-based process, nor is it a process of adjudicating “excellence.” Rather qualification for the release is based upon meeting basic criteria that indicate continuing research activity and/or the ways that the research release will enable future and/or ongoing research.

### **Eligibility**

While eligibility for the release is assessed annually, it will be calculated on a rolling 6 year basis.

Generally, to be eligible for the release in this context, faculty must on average be engaged in at least twelve of the activities outlined in the three categories, averaged over 6 years (e.g. 12 activities over 6 years). At the same time, to maintain eligibility, within any given six year period this activity must include three or more activities from section i b)-f). For those colleagues engaged in writing a monograph [section i, a)], that activity alone is enough to satisfy section i) requirements for the period as long as they are also engaged in 9 or more activities outlined in sections ii) and iii).

As noted in Table 1, iii), graduate supervision alone is not sufficient for research release in any given year.

### **Release Adjudication Process for 2017/18 and 2018/19**

Given that the initial releases will be implemented partially (half the eligible faculty in 2017/18, half in 2018/19), the specific process for allocating the release over these 2 years will be as follows:

- i) All eligible faculty may apply in 2016; faculty may indicate a preference for receiving the release in either year, but are not required to do so;
- ii) The chair/committee will apply the criteria and allocate research releases to all those who qualify;
- iii) The chair/committee will then determine, as equitably as possible, which year each qualified faculty member will be awarded the release. This will be done with a view to stated preferences and availability (e.g. sabbaticals, other leaves, etc.).
- iv) Faculty who do not apply in 2016 will not be considered for release in 2017/18; however, this does not preclude faculty from applying in 2017 for release in 2018/19.
- v) Faculty who are deemed ineligible by the department or the Dean may ask for reconsideration; they may also re-apply for the following year.

**Table 1 Research Criteria/Indicators**

Collective agreement categories	Meaningful indicators
<p>i) dissemination of research in the form of peer reviewed (or critically reviewed) publications and/or creative/scholarly activities;</p>	<p>a) Academic monograph;            b) Co-authored book /textbook;            c) Edited collections;            d) Single authored journal articles, book chapters, conference proceedings;            e) substantive co-authored journals, book chapters, conference proceedings;            f) Editor of peer reviewed journal;            g) Substantive policy submissions;            h) Arts installations, films, performances, scripts;            i) Discipline related trade books.</p>
<p>ii) applications for external grants as well as successful external grants awarded (it is understood that there are disciplinary differences and fluctuations in the role and availability of external grants);</p>	<p>• Grants or other funding, applied for or received.</p>
<p>(iii) evidence of on-going research activity that is reasonably expected to result in dissemination of research outcomes/scholarly/creative activity as in i) above.</p> <p>N.B. While, as specified, graduate supervision may be counted as 1 of the 2 annual activities, on its own it is not sufficient for research release in any given year.</p>	<p>a) Book contracts and/or letters of intent from academic publishers;            b) Chapters submitted to academic publishers for consideration;            c) Scholarly involvement with policy documents and initiatives;            d) Quality journalism contributions;            e) Articles in non-refereed journals;            f) Published or unpublished research reports;            g) discipline related articles in news magazines or newspapers both in print and electronic media;            h) Refereed conference paper or presentation;            i) Presentation of invited or plenary paper;            j) Discussant on a roundtable or a panel;            k) Organization of conferences, colloquia, roundtables or panels at conferences;            l) Regulatory and/or policy presentations to government and/or its agencies;            m) Organization of or participation in workshops, on-going seminars or study groups;            n) Peer-review research support (e.g. of scholarly books, journal articles, or grant reviewing);            o) Other means of addressing various publics;            p) Field work and/or other forms of data collection.            q) the graduation of an MA or PhD student one has supervised, or an unusually heavy supervisory load.</p>