

Preamble

This document sets out the principles, procedures and criteria through which Département d'Études françaises, at Glendon (henceforth DÉF) will make recommendations for the Annual Research Release Program (RRP).

Principles

1. DÉF's annual Research Release Program is consistent with Article 18.15 of the YUFA Collective Agreement and is intended to be inclusive and equitable. DÉF acknowledges that equity issues apply to all aspects of the Release Program.
2. All eligible YUFA faculty in DÉF with a regular 2.5 FCE equivalent teaching load who demonstrate a regular pattern of research activity according to the criteria set out herein should expect to qualify for a 0.5 research release.
3. DÉF acknowledges that equity issues apply to all aspects of the Release Program.
4. DÉF acknowledges that factors mitigating research activity [e.g. parental leave, illness, administrative position(s)] will be reasonably considered in favour of the applicant.
5. Members are entitled to appeal and/or grieve unit level research release decisions under the procedures outlined below and per Section 18.15 of the YUFA Collective Agreement.

Procedures

1. The annual call for submissions for the Research Release Program (RRP) will take place in the Winter term.
2. Eligible faculty will be invited to submit by May 1st of each year an updated CV and a research statement (maximum one page single spaced) that outlines research activities within the previous six (6) years (or 7 years if applicable), in line with the DÉF's criteria for RRP. (For the purpose of the RRP, each year will run from May 1st to April 30th).
Additional clarifications or information may be requested.
3. Faculty submissions will be reviewed and adjudicated by the DÉF's Executive Committee consisting of the Chair and 2 to 3 YUFA elected tenured faculty members in the professorial stream, constituted annually. Recommendations will be based on the criteria listed below and in line with Article 18.15 of YUFA collective Agreement.
4. If the recommendation is not to award a release, the faculty member will be informed of the reason(s) in writing. If the faculty member requests reconsideration, her/his request will be re-assessed by two tenured YUFA faculty members in the professorial stream who are not current members of the DÉF's Executive Committee. If a candidate is not satisfied with the final decision, she/he may appeal in writing to the Dean.
5. All positive recommendations will be submitted to the Dean. If the Dean does not accept recommendations, section 18.15 of the YUFA Collective Agreement will be followed.

Criteria

The DÉF's criteria are premised upon a broad understanding of what a regular pattern of research activities and contributions to the profession entails. In principle, evidence of research activity includes, but is not limited to any criteria already in line with The Department's Tenure and Promotions document.

The Department is a confederation of faculty whose primary research interests range from Literature, formal Linguistics, Applied linguistics, French Language (FLS or FLP), Literature and Culture, Creative writing, to define a research agenda. Because of this diversity, it is difficult to create rigid standards that are to be applied to each individual faculty member

1. At the same time, DÉF recognizes the need for inclusive rather than restrictive evaluation across our varied disciplines. It acknowledges the diversity of the disciplines involved and values the contributions to the profession of those areas outside of publishing which give members of the department standing in the estimation of their peers and colleagues.
2. At the same time DÉF recognizes and places high value on the contributions to the profession made by candidates who create and sustain infrastructures which make research and publication possible through such activities as serving as journal directors or editors, members of a scientific committee (conference/colloquium/research group) or as members of adjudicating committees of major grant-funding agencies, for example.
3. Furthermore, DÉF recognizes those areas of contribution, which serve to popularize the discipline by widening the access to its scholarly productions beyond the walls of the academy and with the potential to make contributions to public awareness and to the communities that surround us.
4. Single-authored contributions are highly valued as they have been traditionally, but DÉF is also cognizant of the fact that collaborative work is increasingly becoming an important engine for the expansion of the frontiers of knowledge. DÉF therefore recognizes the merits of quality collaborative work in its assessment.
5. Within the discipline of French Studies we recognize the cyclical pattern of research and that the research process may be particularly time-consuming because of the nature and range of research practices (usual disciplinary standards of ethnographic, corpus and field-based research, innovations in pedagogical approaches or investigation of local and international archives which typically involve a lengthy and comprehensive period of consultation and data collection). Hence, in evaluating a candidate's application for the annual Research Release Program, a careful and balanced consideration of the candidate's past year, present and future research activities and plans will be followed.
6. Within the discipline of French Studies we also recognize that research activities may be varied, and heterodox given faculty members' diverse critical perspectives, methodologies and fields of specialization. **Research activities encompass a range of activities, and meaningful indicators of such activities may include, but are not restricted to, the following, as per Categories (i), (ii), (iii) and (iv) below:**

<p><u>Category (I)</u></p> <p>DISSEMINATION OF RESEARCH IN THE FORM OF PEER REVIEWED (OR CRITICALLY REVIEWED) PUBLICATIONS, AND/OR CREATIVE AND/OR SCHOLARLY ACTIVITIES</p>	<p>MEANINGFUL INDICATORS</p> <ol style="list-style-type: none"> 1. MONOGRAPH/BOOK (sole author OR co-author), CRITICAL EDITIONS OF EXISTING MANUSCRIPTS, or TRANSLATION OF MONOGRAPH/BOOK 2. EDITED VOLUME (editor OR co-editor) 3. TEXTBOOK (author OR co-author) 4. CREATIVE WORK (novel, book of poetry /short-stories/tales, play) 5. PEER-REVIEWED JOURNAL ARTICLE 6. PEER-REVIEWED JOURNAL SHORT STORY/TALE 7. PEER-REVIEWED CHAPTER IN BOOK/EDITED VOLUME 8. PEER-REVIEWED ARTICLE IN CONFERENCE PROCEEDINGS 9. GUEST EDITORSHIP OF SPECIAL ISSUE FOR SCHOLARLY JOURNAL 10. CURATION OF EXHIBITS, FILM/THEATRICAL PRODUCTION AND/OR PERFORMANCE
<p><u>CATEGORY (II)</u></p> <p>APPLICATIONS FOR AS WELL AS SUCCESSFUL GRANTS AWARDED</p>	<p>MEANINGFUL INDICATORS</p> <ol style="list-style-type: none"> 1. EXTERNAL <i>RESEARCH/CREATIVE</i> GRANT (principal applicant/investigator) 2. EXTERNAL <i>RESEARCH/CREATIVE</i> GRANT (co-applicant/co-investigator) 3. EXTERNAL GRANT FOR <i>INTERNATIONAL CONFERENCE/COLLOQUIUM</i> (principal applicant) 4. EXTERNAL GRANT FOR <i>INTERNATIONAL CONFERENCE/COLLOQUIUM</i> (co-applicant) 5. EXTERNAL GRANT FOR <i>NATIONAL CONFERENCE/COLLOQUIUM</i> (principal applicant) 6. EXTERNAL GRANT FOR <i>INTERNATIONAL CONFERENCE/COLLOQUIUM</i> (co-applicant) 7. INTERNAL GRANT FOR <i>CONFERENCE/COLLOQUIUM</i> (adjudicated by a committee of peers) 8. INTERNAL <i>RESEARCH/CREATIVE</i> GRANT (peer reviewed) 9. INTERNAL GRANT FOR ACADEMIC INNOVATION AND/OR RESEARCH DISSEMINATION FUNDS (peer reviewed)

<p><u>CATEGORY (III)</u></p> <p>EVIDENCE OF ON-GOING RESEARCH ACTIVITY THAT IS REASONABLY EXPECTED TO RESULT IN DISSEMINATION OF RESEARCH OUTCOMES, SCHOLARLY OR CREATIVE ACTIVITY.</p>	<ol style="list-style-type: none"> 1. <i>SIGNIFICANT DATA COLLECTION</i> BY FACULTY MEMBER (preliminary research, literature review, research instruments design, ethics review, gathering of corpus, bibliographical data...) 2. <i>SIGNIFICANT DATA ANALYSIS UNDERTAKEN AND WRITTEN</i> BY FACULTY MEMBER 3. ARTICLE OR CHAPTER UNDER REVIEW 4. BOOK MANUSCRIPT IN PROGRESS UNDER CONTRACT WITH AN EDITING COMPANY 5. INVITED AS A SPECIAL GUEST SPEAKER/PANELIST AT CONFERENCE/COLLOQUIUM 6. CONFERENCE PAPER AT INTERNATIONAL CONFERENCE /COLLOQUIUM 7. CONFERENCE PAPER AT NATIONAL CONFERENCE/COLLOQUIUM 8. PARTICIPATION AT A SCIENTIFIC RESEARCH GROUP GATHERING 9. INVITED AS A GUEST WRITER, FILM MAKER, PLAY PRODUCER (book salon/salon du livre, conference, panel...) 10. ORGANIZATION OF A <i>SPECIAL SESSION</i> AT A CONFERENCE/COLLOQUIUM (national/international) 10. ORGANIZATION OF A <i>JOURNÉE D'ÉTUDES</i>
<p><u>CATEGORY (IV)</u></p> <p>SCHOLARLY ACTIVITIES RELATED TO EVIDENT EXPERTISE IN FIELD OF RESEARCH</p>	<ol style="list-style-type: none"> 1. DIRECTOR/EDITOR OF A SCHOLARLY JOURNAL 2. DIRECTOR/EDITOR OF SPECIAL SERIES FOR A PUBLISHING HOUSE 3. MEMBER OF THE EDITORIAL BOARD OF A SCHOLARLY JOURNAL 4. MEMBER OF A SCIENTIFIC COMMITTEE (conference / colloquium /research group) 5. ARTICLES/BOOKS REVIEWED IN SCHOLARLY JOURNAL 6. « RECENSION » SOLICITATED BY JOURNAL, JURY OR SCIENTIFIC COMMITTEE 7. ORGANIZATION OF A MAJOR INTERNATIONAL CONFERENCE/COLLOQUIUM 8. ORGANIZATION OF A NATIONAL CONFERENCE/COLLOQUIUM 9. ORGANIZATION OF A SERIES OF INVITED CRITICS OR WRITERS 10. SUCCESSFULLY COMPLETED DIRECTORSHIP/CO-DIRECTORSHIP OF PH.D STUDENTS 11. SUCCESSFULLY COMPLETED DIRECTORSHIP/CO-DIRECTORSHIP OF M.A. <i>MÉMOIRE</i> 12. CONSULTANT FOR PUBLIC AND PRIVATE ORGANIZATIONS (media/government /community) 13. MEMBER OF ADJUDICATING COMMITTEE FOR RESEARCH GRANTS AND AWARDS (TRILLIUM, KILLAM FELLOWSHIPS, GOVERNOR GENERAL AWARDS, CANADA COUNCIL FOR THE ARTS, ONTARIO COUNCIL FOR THE ARTS,

7. In reviewing applications each year, the following factors will be taken into account:

7.1. If a faculty member demonstrates that she/he has engaged in at least one time in the following research activities over the last three years prior to each annual RRP exercise, she/he will automatically qualify for a 0.5 course Research Release:

7.1.1. The dissemination/publication of academic research within or beyond the boundaries of the profession in the form of a peer-reviewed (or critically reviewed) single-authored or co-authored monograph;

7.1.2. The dissemination/publication of academic research within or beyond the boundaries of the profession of a peer-reviewed (or critically reviewed) edited or co-edited volume of essays on a defined topic;

7.1.3. The dissemination/publication of academic research within or beyond the boundaries of the profession of a peer-reviewed single-authored or co-authored textbook;

7.1.4. The dissemination/publication of academic research within or beyond the boundaries of the profession of a creative work (novel, book of poetry/short-stories/plays/film);

7.1.5. The dissemination/publication of academic research within or beyond the boundaries of the profession of a one substantial peer-reviewed (or critically reviewed) single authored or co-authored journal article or book chapter.

OR two (2) shorter peer-reviewed or critically reviewed single authored or co-authored journal articles or book chapters.

7.1.6. The dissemination/publication of academic research within or beyond the boundaries of the profession of a single-authored or co-authored electronic publication, which may be analogous to, but is not limited to, a journal article in digital format or a substantial contribution to one or more online projects.

7.1.7. The presentation of two (2) peer-reviewed or invited papers at local, regional, national or international academic conferences, and other meetings as well as subsequent peer review publications of one of the papers over the last three years prior to each annual RRP exercise

7.1.8. Editorial work as the Editor or Guest Editor of a scholarly journal, leading to the dissemination/publication of academic research within and/or beyond the boundaries of the profession as long as she/he has also participated in one of the research activities listed in #7.1.1 to # 7.1.7 over the last three years prior to each annual RRP exercise.

7.1.9. An application or co-application for, and/or successful receipt of, an external grant or other funding (ii) (from various national and international agencies) to support a research project as long as she/he has also participated in one of the research activities listed in #7.1.1 to # 7.1.7 over the last three years prior to each annual RRP exercise.

7.1.10. Graduate student supervision: The primary supervision of 3 PhD students or 6 MA candidates (completed MRP or MA thesis) or membership on 9 supervisory PhD committees, or a combination of these (e.g., one Ph.D. thesis primary supervision + 2 MRPs + 3 supervisory committee memberships).

The supervision and production of PhD dissertations, M.A. theses or MRPs is essential to the dissemination/publication of academic research, as recognized in the sciences in which such projects would be considered and counted as co-publications between a graduate student and supervisor.

Please note: a 0.5 course Research Release based on this criterion will be awarded for the year after that in which these supervisory credits accumulate to the level indicated at the start of research activity listed above in Categories (i), (ii), (iii) and (iv) in the year an application is made, as long as she/he has also participated in one of the type of research activities listed in #7.1.1 to # 7.1.8 over the last three years prior to each annual RRP exercise, using this clause.

7.2. DÉF views the dissemination/publication of a peer-reviewed (or critically reviewed) single-authored or co-authored monograph, critical edition of existing manuscript, translation of monograph or book, and creative work as a highly superior demonstration of research activity, the the subsequent five (5) years following the appearance of the work, so long as she/he demonstrates (through CV and research statement) that she/he is actively engaged on a research project in each of the five (5) subsequent years.

7.3. Since the dissemination/publication of a peer-reviewed (or critically reviewed) edited or co-edited volume represents a superior demonstration of research activity, the dissemination/publication of such a work shall qualify a faculty member for a Research Release in each of the subsequent three (3) years following the appearance of the work, so long as she/he demonstrates (through CV and research statement) that she/he is actively engaged in a research project in each of those three subsequent years.

7.4. Successful receipt of a SSHRC or other major External Research Grant shall qualify a faculty member for a Research Release in each of the years of the original term of the Grant/Fellowship.

8. It is understood that, as outlined in Art. 18.15(e), the review of a faculty member's research activities *does not require that she/he demonstrates engagement in all the research activity indicators listed in Point #7, Categories (i), (ii), (iii) and (iv) to qualify for a Research Release.*

9. The DÉF's Executive Committee should remain mindful that *the various activities mentioned in Points #7 and #8 are meaningful indicators of research activities*; in adjudicating applications, the DÉF's Executive Committee shall also take into account *all other indicators included by faculty members in their applications for the RRP.*

10. For Faculty members with *on-going research activity* (iii) that is reasonably expected to result in dissemination of research outcomes and in order to avoid "doubling up" on items, it is proposed that she/he counts an unpublished work or submitted work in category (iii), listed above, for one year and once the work is published, may count it under category (i).

11. Eligible probationary faculty members in the professorial stream who are not in receipt of a teaching load reduction under the terms of their initial appointment will automatically receive a 0.5 course research-based teaching load reduction under this Program in each of the first two (2) years of their

probation.

NOTE ON THE TRANSITION YEARS (2017-18 AND 2018-19)

The application process for the two transition years, 2017-18 and 2018-19 will be conducted together in Fall 2016. The process will be as above, with the following changes to account for the transitional eligibility of half the faculty in each year:

- Applicants should indicate if they are eligible for and planning to take a sabbatical in either of the two years, so that they can be placed into the pool for the other year.
- Applicants should indicate if they have a preference for one year over the other (they do not need to have a preference).
- While the initial allocation for the two transitional years will be based on sabbaticals and faculty members' preferences, it will be checked for curricular balance and may be adjusted by the Chair/Executive Committee if necessary, in consultation with faculty members.
- Colleagues who do not submit an application for Fall 2016 for whatever reason (i.e. research release max already reached due to other releases) or those who were unsuccessful in the 2016 competition are allowed, only in the transition period, to submit or resubmit for Fall 2017.

2017-18 & 2018-19 Release Faculty Member Submission Form

INSTRUCTIONS:

Eligible faculty are invited to submit to the DEF's Executive Committee, by May 1, an updated CV and a research statement (maximum one page single spaced) that outlines their current and ongoing research activities within the previous six (6) providing thus a rationale for the teaching reduction of 0.5 and evidence that the applicant meets the DÉF's criteria. (Each year runs from May 1-April 30).

Name: _____

Please indicate in which academic year, if any, you are requesting a release

(Please circle the academic year chosen): 2017-2018 or 2018-2019 or No preference

Research Statement (maximum 1 page single spaced to be attached to the application) describing, by referring to CV, how the teaching reduction will assist your current or future research agenda.

SIGNATURE: _____

DATE: _____

Updated CV enclosed

Research Statement enclosed

Other documentation