

## Research Release Procedures, Department of Design

The professional programs within the department necessitate maintaining a critical eye while engaging the current state of the discipline. Faculty members actively seek balance — through research and creative activities — between driving advances in the profession, anticipating its future needs, and meeting the current demands of the range of professional and post-graduate contexts into which our students enter.

As per 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. Faculty who already have a research related teaching load, do not qualify for this release. Faculty who already have an offload and where a 0.5 FCE reduction would bring them below a 1.0 FCE do not qualify for this release. Research release must be taken in the year granted.

### Criteria:

For some faculty members a research release may be granted on the basis of a recent record of research achievement, for others it may entail evidence of current and ongoing research activities, for others it may involve external funding and, finally, for others it may entail a combination of the above. 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. While criteria for research activity will fall within generally accepted disciplinary norms, criteria also include research activity that may be heterodox, interdisciplinary, or non-normative given the diverse critical perspectives of faculty within the unit. Attention will be given to equity issues. Any factors mitigating research activity, e.g. parental leave, elder care leave, an extraordinary amount of service contributions, or significant levels of graduate supervision will also be considered.

In determining whether a faculty member is "research active," the department recognises a pattern of past, ongoing, and planned research activities.

Indicators of such activities may include, but are not limited to, three or more of the following over a three year period, at least one of which must come from either category (i) or category (ii).

In delineating this period, we recognize that in some years faculty research output may be higher than in others. Generally, we would expect that faculty would be engaged in at least one of the activities listed below on an annual basis, but acknowledge that some years may be less productive than others. We also recognize that some faculty may wish to use the research release to enhance their research productivity.

Colleagues in the Department of Design will be given reasonable opportunity to make a case for their eligibility to receive a research release even if their research activity falls outside the above quantitative norms, based on a qualitative rationale as to its equivalency. Further they will be given reasonable opportunity to make a case for their eligibility to receive a research release under this program even if their research activity or ongoing work is not neatly captured or codified by the limited list of indicators below. In situations where faculty are requesting a research release for future research activities, they must provide information demonstrating that activities are underway (e.g. an invitation to direct a show or submit a chapter to an edited collection; a contract to curate an exhibition or design a production, etc.), as well as a clear timeline for completing said activities within the research release year. A statement making such a case may be included in any application submitted in the annual exercise, and shall not be unreasonably denied.

Eligible research activities are categorized below according to Article 18.15(e):

- (i) Dissemination of research in the form of peer-reviewed (or critically reviewed) publications and/or creative/scholarly activities, which may include but is not limited to:

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- Publications or forthcoming publications in the form of books, book chapters, journal articles, reports, book reviews, and articles in trade publications;

- Edited publications such as collections or special journal issues;

- Papers or presentations at academic conferences;

- Papers or presentations at non-academic conferences, festivals, and other significant community interventions that reflect York's mandate as an engaged university;

(ii) External grants both applied for and awarded

- Grants or other funding, applied for or received from funding bodies including but not limited to: Canada Tri-Council Agencies and other local, national and international granting agencies;

(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, including but not limited to:

- Other contributions, e.g. exhibitions, curatorial activities, convening a workshop, organizing a conference, contributing to public policy documents, guidelines and best practices documents;

- Material submitted or under review for publication;

- Activities that are reasonably expected to result in publications or other contributions, including but not limited to: undertaking fieldwork or archival research; data collection in the form of interviews, focus groups, surveys, diary studies; conducting user studies; facilitating participatory workshops; participating in skill-based workshops to expand creative practice; serving as designer/scholar in residence; presenting conference papers;

- Activities with demonstrable impact on the discipline. Examples include, but are not limited to web-based and social media driven forms of academic outputs, open access publications, research creation, and promoting translational research outputs in the social sphere as well as in the more traditional technology transfer domain through patent filings and research commercialization;

- Invited papers, presentations, workshops, symposia related to research projects;

- Organizing symposia or other knowledge mobilization activities related to research projects;

- Significant levels of graduate supervision. An annual supervisory load of four or more primary graduate supervisions at the MA, MDES, MFA, or PhD level or seven or more secondary graduate roles, including but not limited to serving on doctoral and masters examination committees in one of the three years. In general, faculty should list students who are in "good standing" in their respective degree programs and those who have completed their degree within normative time. As always, the Executive will consider extenuating circumstances. The status and number of faculty graduate supervisions will be affirmed through consultation with the respective graduate programs. (Graduate supervision is generally understood as a category (iii) activity.)

Normally the expectation is that faculty research activity will not be derived by indicators exclusively from category (iii) for the three-year period, nor will a research release be granted in any year based solely on activity indicators derived from graduate supervision.

**Procedures:**

Applications will be reviewed by a Research Release Committee following the collegially agreed upon criteria and procedures consisting of two elected members plus the Chair of Design and the Department Administrative Assistant (non-voting).

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Individual faculty members who wish to be considered for this reduction will send a statement (one page in length) to the Chair providing indications or evidence of such activity, recent, current or planned for the future. The statement will position the activities within Categories (i), (ii), or (iii), as elaborated above, and may make a case for eligibility notwithstanding that the faculty member's research activity falls outside the quantitative norms or is not neatly captured or codified by the indicators set out in the above Criteria. Additionally, the faculty member will provide an abbreviated CV that indicates relevant research activities for the last three years.

The Research Release Committee will consider quantitative criteria among the range of considerations, demonstrating a pattern of research activity. Normally a faculty member will have at least three indicators in the most recent three years, at least one of which must come from either category (i) or category (ii).

The Research Release Committee will review applications and make recommendations in a summary statement that will be presented to the Dean, with a copy to the applicants. As per the YUFA CA, Article 18.15 (c):

Where a recommendation for a 0.5 FCE research-based teaching load reduction is not accepted by the Dean/Principal, the Dean/Principal shall set out in a written reply to the Chair with a copy to the applicant the reason why the recommendation was not accepted. Such decisions shall be subject to the grievance and arbitration provisions of Article 9.

Individuals will apply for this release on a yearly basis, with a call for applications being forwarded to all faculty members no later than August 15th. The deadline for receipt of the application by the Research Release Committee will be September 1st each year. The committee will notify faculty by September 15<sup>th</sup> of the decision. If the recommendation is not to award a release, the faculty member will be informed in writing with reasons. The member may request reconsideration. The committee's recommendations will be forwarded to the Dean on October 1<sup>st</sup>. The Dean will respond by November 1<sup>st</sup>, in order to allow for workload assignments to be integrated into the following year's planning exercise.