

**Department of English**  
**York University**  
**Research Release Program**  
**Departmental Standards and Guidelines for Adjudication**

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**1. GENERAL PRINCIPLES**

The research release program set out in Article 18.15 of our Collective Agreement for 2015-2018 calls for departments to establish a an open, equitable, and transparent process to adjudicate requests for release.

All eligible YUFA faculty members with a regular load of 2.5 courses who offer clear evidence of an active and ongoing program of research shall qualify for an annual 0.5 course release. New members of the department who have not yet received tenure are expected to have a normal load of 2.0 for the first year of their appointment. Thereafter they are eligible to apply as well.

This program may be combined with other (non-research) releases, with the understanding that no individual full-time faculty member shall teach less than a 1.0 course load in any given year. This research release may not be combined with another research release.

**2. CONSTITUTION and ROLE of the RESEARCH COMMITTEE**

Applications shall be received and adjudicated in confidence by the department's Research Committee.

a. This Committee shall have four to six (4-6) regular department members and operate at arm's length from the Chair and UPD insofar as they are involved in the department's regular academic planning. It will report to the Chair, and it will make its recommendations to the Chair, but the Chair will not sit on the committee, and nor will the department's UPD. The Research Committee's deliberations shall be kept confidential.

b. Research Committee members will include one member from the CW program to keep that program's norms and priorities in focus; and one member shall be a YUFA representative to remind the committee of relevant language in the Collective Agreement, and to keep abreast of changes to this agreement, as well as concerns in interpreting the Agreement. The YUFA rep will also keep equity considerations, dispute mechanisms, and material for possible complaints in focus as the committee does its work.

### 3. THE APPLICATION PROCESS

a. The Call and Submission Deadline: there shall be a regular, annual call for applications for the research release program for the following year, e.g. May 2016 for the following 2017-18 academic year, integrated with the department's established planning schedule. The call and the deadline shall be consistent from year to year: the call shall come in May or June — ideally at the last department meeting of the year, and again over email no later than June 15. Completed applications will be due by September 15.

b. The Application procedure: applications will consist of a standard CV — the preferred CV format for the annual PTR exercise is fine — accompanied by an approximately 250-word statement describing the research activity that the member has been or is currently engaged in, and proposes for the forthcoming year. Applicants will take particular care to highlight work from the three research categories highlighted in the CA: (i) research dissemination; (ii) grants and awards applied for or received; and (iii) ongoing projects and activities. Applicants must also demonstrate in successive applications how a broader research agenda has emerged and evolved year-to-year.

c. Applications are strictly confidential. Confidential applications can be submitted over email in PDF format (preferred), or in hard copy, to the Chair of the Research Committee. Applications will be kept in a secure location, preferably a password protected secure website.

### 4. ELIGIBILITY CRITERIA

In determining whether a faculty member is “research active,” the department recognises past, ongoing, and planned research activities. Review will therefore take into account activities from the last six years, following the established SSHRC research assessment time frame. For some faculty members release may be granted on the basis of a recent record of research achievement, accompanied with a plan for a new project; for others it may entail evidence of current and ongoing research activities with a promise to culminate in a significant achievement; for others it may involve a funding application or major award, 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. The committee particularly encourages a wide array of forms of research dissemination.

That said, the committee expects all applicants to demonstrate a research base threshold for annual review. This means showing activity every year in any two of the following three categories described in Article 18.15 section (e) of the Agreement. That activity, however, can be averaged over the six-year period, e.g. 12 activities over six years, from at least two of the three categories, **at least two of which must be from category one.**

The criteria and activities set out below are intended to be read as examples of indicators of research activity. This is not a merit-based process nor is it the committee's role to adjudicate excellence. Rather, qualification for release is based upon meeting criteria that indicate continuing research activity as well as the ways that research release will enable ongoing as well as future research projects.

**1. Dissemination of research: at least two or three items from this category should appear every six years**

- peer reviewed/critically reviewed publications, scholarly, creative, critical, theoretical, or editorial (edited collection, journal editor or co-editor, editor of a new edition, or new volume); a new translation; co-authored books, textbooks, or articles.
- refereed or critically reviewed publications and/or presentations including scholarly/critical essays, creative works, books, journal articles, chapters in books, invited lectures, other invited speaking engagements, refereed conference presentations, published conference proceedings.
- A major peer and/or critically reviewed presentation: documentary film, curated exhibit, museum or art gallery show, dramatic performance.
- Plenary or keynote speaker at a conference or meeting.

**2. Grants and Awards**

- Applications for external grants, as well as receipt of grants.
- Non-monetary or honorarium awards for major research production, such as a book, novel, poetry collection, or “best annual article” prize.

**3. Ongoing Activities:** Evidence of ongoing scholarly activity reasonably expected to result in satisfying the Dissemination of Research criterion (1), or satisfying this criterion in a different way.

**An average of at least two of the following indicators shall be present annually:**

- book contracts, or letters of intent from publishers.
- Creative or scholarly work submitted for review at journals or presses (including digital).
- articles, essays, or creative works in non-refereed journals and/or in digital forms of publication.
- Other works demonstrably in progress, with reasonable timelines for completion.

- reference contributions (dictionary, on-line reference resources, encyclopedia, biographical).
- Soliciting / editing papers for an edited volume or anthology.
- Discussant/participant/respondent at a workshop, roundtable, seminar or other panel, such as a new book discussion panel.
- Organization of a conference or colloquium, on-going seminar, roundtable, workshop, or panel at a conference.
- peer review of conference or other kinds of papers/books.
- review of books / manuscripts/ book proposals and/or articles, for publishers or journals.
- Above-the-GPE-norm levels of primary graduate supervision, credited the year students graduate. **Graduate supervision alone cannot result in a research release.**
- Dissemination of recent or forthcoming work, such as speaking engagements, travel for readings, book tour, etc.
- Membership on the administrative board of professional/scholarly associations or journals.
- A role in the evaluation and awarding of grants and awards at adjudicating agencies, such as sitting on a SSHRC funding award committee

Attention will be given to equity issues. Any factors mitigating research activity, e.g. formal parental leave, or illness, or administrative service, will be taken into account; an extra year, for example, will be added to the six-year review period.

## 5. ADJUDICATION

- a. The Research Committee shall discuss all submissions. Every member shall read every submission. Discussion of each file will make reference to the expectations set out in these guidelines and/or to the actual text of Article 18.15, which is appended to these guidelines.
- b. The Committee is strictly enjoined with confidentiality, and shall take due precautions to protect confidentiality: files shall not circulate over email, for example, nor will they be discussed beyond the committee, either over email or otherwise.
- c. The committee will vote to recommend or deny release. The hope is that these decisions will be consensual, but in the event of disagreement, a vote will carry with a simple majority. The Chair of the committee may vote.
- d. Recommendations for release will be communicated to the applicant and to the Department Chair. The Chair will submit all positive recommendations to the Dean of LA&PS. They will be included in the annual teaching load document, and be taken account of in the assignment of teaching for the upcoming academic year. A member will not be denied grad teaching or CW program teaching simply

because they have been awarded a research release, nor will they necessarily be released from service-oriented, large-lecture courses or any other teaching assignments, either. This decision will be made in negotiation with the Chair and UPD or through the department's approved teaching assignment exercise.

- e. If the recommendation is not to award a release, the faculty member will be informed in writing of the reasons for the negative decision. The member may request reconsideration and/or appeal to the Chair in the case of dispute. The faculty member may appeal to the Dean. The faculty member may choose to grieve the decision.

## 6. THE TRANSITION YEARS

a. For the transition years 2017-2018 and 2018-2019: all eligible faculty members should apply in Fall 2016 and the RC will designate which year faculty will take a release in a fair and equitable manner that is collegial. Factors such as sabbatical or other leaves should be taken into consideration in favour of the member. A member on sabbatical in 2017-18, for example, who is eligible for release, will receive it for the following year.

b. Any faculty member who has either not applied for a release in Fall of 2016 or has not been granted one as a result of an application made in that year may apply in Fall of 2017 for a release to be taken in 2018-2019.

c. Appendix O credits will be counted until the end of the coming academic year, 2016-17. No new graduate supervision credits can be earned or granted after the 2016-17 academic year is completed. Employees with credits accumulated under Appendix O at the end of 2016-17 may elect from the following options:

(i) if there are sufficient credits to qualify for a course reduction, an employee may elect to use the course reduction in 2017-18 or in 2018-19;

or (ii) if there are insufficient credits for a course reduction or the employee is unable to use the course reduction during this period, an employee may elect either to bank the partial credit or receive payment for the partial credit at the YUFA overload rate.

d. As the research release program evolves, the research committee will be charged with the task of updating these guidelines to take account of new practices or new standards as detailed in any new collective agreement. It will ensure new practices are communicated well in advance of any new deadline to all eligible faculty members. It will also communicate departmental concerns and suggestions to YUFA as well as to the Dean of LA&PS.

These criteria shall be approved by the Department of English as consistent with the letter and spirit of Article 18.15 and submitted to the Dean of LA&PS for final approval.



**ARTICLE 18.15****Commencing 2017-2018 Academic Year**

- 18.15 (a) Commencing in the 2017-18 academic year and annually thereafter, 0.5 Full-Course-Equivalent (FCE) research-based teaching load reductions will be made available as set out herein to support research/scholarly/creative activities by probationary or tenured Professorial Stream faculty whose normal teaching load is 2.5 FCE or higher and who do not already have access to another teaching load reduction related to or predicated on research related activity (hereafter “eligible faculty”).
- (b) Eligible faculty will have an opportunity for a 0.5 FCE reduction in teaching load under this program in each academic year, subject to the transition described in (m) below.
- (c) Academic units will establish a process by which recommendations are made to the Dean/Principal on the awarding of research-based teaching load reductions. 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.
- (d) Academic units will develop specific qualification criteria particular to their discipline and submit the criteria to the Dean or Principal for approval.
- (e) The qualification criteria developed by the Academic Units will 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 include (i) dissemination of research in the form of peer reviewed (or critically reviewed) publications and/or creative/scholarly activities; (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); and (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. It is understood that the requirement that academic units address each of the indicators above does not entail that an individual employee must meet all of the indicators in order to qualify for a 0.5 research-based teaching load reduction under the Program. Academic units shall articulate the expectations for their disciplines or areas of academic expertise with respect to the indicators in (i) -(iii) above.

- (f) Notwithstanding the Academic Unit -developed criteria, eligible probationary professorial stream faculty who are not in receipt of a teaching load reduction under the terms of their appointment will receive a 0.5 research based teaching load reduction under this Program in the first three years of probation. Thereafter, probationary professorial tenure stream faculty who are not in receipt of a teaching load reduction under the terms of their appointment will be eligible to participate in the Program pursuant to (a-e) above.
- (g) If the qualification criteria developed by an Academic Unit are not approved by the Dean or Principal within 45 days of their submission, the Dean or Principal will provide reasons in writing. In the event that differences remain between the Dean/Principal and the Academic Unit regarding the eligibility criteria for a research-based reduction in teaching load, the matter will first be referred to the Vice-President Academic and Provost, who will attempt to assist the Academic Unit and Dean/Principal in resolving the differences. If the differences are not resolved with the assistance of the Vice-President Academic and Provost, the matter will be referred for resolution to a Resolution Panel with an equal number of members appointed by each of the parties convened to address the particular case.
- (h) In order to be considered for a 0.5 research-based teaching load reduction under this Program, eligible faculty shall submit to the Academic Unit evidence demonstrating that they meet the criteria for a 0.5 research-based teaching load reduction developed pursuant to (e) above.
- (i) A 0.5 FCE research-based teaching load reduction under the program cannot be combined with any other research-based teaching load reductions and cannot be combined with other types of teaching load reductions in circumstances that would result in a teaching load of less than 1.0 FCE. For clarity, a 0.5 research-based teaching load reduction under this Program can be taken in the same academic year as a 6 month sabbatical in which case the research-based teaching load reduction will be pro-rated to a 0.25 FCE reduction.
- (j) A 0.5 FCE research-based teaching load reduction under this program must be taken in the academic year for which it was granted.
- (k) 0.5 FCE research-based teaching load reductions awarded under this program will be reflected in the annual teaching load documents of participating Academic Units per Article 18.08.1.

- (l) Academic Units with eligible faculty that currently have a program in place that provides a research-based reduction in teaching load under established criteria will be given an opportunity to choose between continuing with their current program or opting instead to participate in the framework under this Article. Further, the establishment of this Program is not intended to preclude any academic units and their Dean or Principal from developing a unit-specific program with established qualification criteria that provides a 0.5 FCE research-based teaching load reduction.
- (m) In each of 2017-18 and 2018-19, research-based teaching load reductions under this Program will only be available for half of the eligible faculty who meet their Academic Unit's qualification criteria developed under (e) above. Any faculty member provided with a 0.5 FCE research-based teaching load reduction under the Program in 2017-2018 will not be eligible to receive a research-based teaching load reduction under the Program in 2018-2019. Beginning in 2019-20, 0.5 FCE research-based teaching load reductions under this Program will be available for all eligible faculty who meet their Academic Unit's qualification criteria developed under (e) above.

- **Revise existing Article 19.33 and Appendix L – Research Development Fellowship Programme of the current collective agreement as follows:**

Add a new paragraph to the end of Article 33 and a new paragraph 11 to Appendix L as follows: “No new Research Development Fellowships can be earned or awarded after the round of fellowship awards in the 2016-17 academic year are completed.”

- **Revise existing Appendix O – Graduate Supervision of the current collective agreement as follows:**

Add a new paragraph 8 to the end of Appendix O as follows: “No new graduate supervision credits can be earned or granted after the 2016-17 academic year is completed. Further, no new graduate supervision credits can be earned or granted under any other programs providing credit in place of Appendix O in participating academic units (e.g., LA&PS History and Geography).”

Employees with credits accumulated under Appendix O or in programs providing credit in place of Appendix O (e.g. LA&PS History and Geography) at the end of 2016-17 may elect from the following options: (1) if there are sufficient credits to qualify for a course reduction, an employee may elect to use the course reduction in 2017-18 or in 2018-19; or (2) if there are insufficient credits for a course reduction or the employee is unable to use the course reduction during this period, an employee may elect either to bank the partial credit or receive payment for the partial credit at the YUFA overload rate.