

**School of Public Policy and Administration's policy and procedures for implementing
Article 18.15 of the YUFA Collective Agreement (2016-2019)**

(Approval by SPPA Council, Tuesday, May 10, 2016)

Revised March 23, 2017

*Submitted without prejudice to any current or future grievance(s) by YUFA
with respect to Article 18.15*

Final Revision by the Dispute Resolution Panel April 10, 2017

Preamble:

While the normal teaching load for professorial stream faculty is 2.5 courses per year, all eligible faculty will qualify for a 0.5 FCE research release, so that the teaching load is reduced to 2.0 FCE in the year the research release is granted, as stipulated by Article 18.15 of the YUFA Collective Agreement, 2015-2018. Faculty members on research release are not recommended normally to teach extra courses on overload; the release is meant to provide more time for professional contribution, not extra cash.

The research release program is designed to recognize ongoing research and/or to enable future research. Therefore, research release requires less a record of achievement than demonstration of active participation of the faculty member in research activities, as set out in the School's criteria.

Research release is granted to faculty members who are actively involved in research and who do not already have access to another course release related to or predicated on research related activity.

When there are mitigating circumstances (such as when a faculty member holds one of the School's key administrative positions, SPPA Director, GPD or UPD, or due to other heavy service loads, or due to medical, parental or similar leaves), then, the level of research activity may be affected and must be factored into an assessment of whether the faculty qualifies as being "research active."

Process:

- To be considered for the research release program, eligible faculty members must apply to the Director of the School for a research release by the announced Departmental deadline. As per Article, 18.15, eligible faculty are all professorial stream faculty appointed to the School of Public Policy and Administration (including those with cross-appointments whose home unit is SPPA) who normally teach 2.5 FCEs. Applications will comprise a statement (no more than 1 page, may be less) outlining the ongoing research activities of that faculty member. Faculty members are advised to address the approved criteria of what constitutes "research active" as best they can in their statement.
- The Executive Committee will review these applications and determine those who are qualified based on the approved School criteria. Faculty members who are deemed not qualified will be given reasons in writing and may ask for a re-consideration of the file.
- The list of those eligible for a research release will be submitted as recommendations to the Dean as part of the normal teaching load allocations in the fall of the year prior to the taking of the release.
- The research release must be taken in the year it is awarded.

- 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:
 - 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;
 - The Executive Committee will apply the criteria and allocate research releases to all those who qualify;
 - The Executive 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, first, to stated preferences and availability (e.g., sabbaticals, other leaves, etc.); second, to as even as possible a distribution across programs; and third, all other things being equal, a lottery for any remaining releases for each year;
 - 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.
 - Faculty who are deemed ineligible by the School or the Dean may ask for reconsideration; they may also re-apply for the following year.

Indicators

The following indicators of the types of activities that could be deemed as “research activities” are consistent with SPPA’s *Tenure and Promotion Standards and Procedures* and are intended to be read as examples of indicators of ongoing research activity. Determinations of qualified faculty using these criteria will be based on recognition of ongoing research activity and/or the ways that the research release will enable future and/or ongoing research. This is not a merit-based process based on achievement, nor is this a process of adjudication of ‘excellence’.

Indicators of research activities may include, but are not limited to the following:

Category 1 – Outputs:

This category reflects the following categories described in 18.15 e: “(i) dissemination of research in the form of peer reviewed (or critically reviewed) publications and/or creative/scholarly activities; and includes from (ii) “successful external grants awarded (it is understood that there are disciplinary differences and fluctuations in the role and availability of external grants).”

1. Publications: articles in scholarly journals (including law reviews), chapters in books, and books;
2. Edited volumes and chapters in edited volumes;
3. Commissioned government reports;
4. Textbook authorship;
5. External research funding awarded.

Category 2 – Research Activities:

6. External research funding applied for or internal research funding awarded;
7. Work in progress, e.g. manuscripts, the presentation of papers at conferences, invitations to speak at other universities or on specialized workshops and panels in professional settings such as government or in the community;
8. Significant levels of graduate supervision, such as primary supervision of at least one doctoral dissertation completed and defended or primary supervision of an annual average of 2 or more Master’s theses or Major Research Papers;

9. Service to a professional organization through membership and leadership in professional or scholarly organizations related to research or service in organizing scholarly conferences, symposia or workshops;
10. Public Communication: This may include membership in community organizations and service to the community; public speaking engagements or published pieces in the popular news media;
11. Community based research: community or legal briefs, expert witness testimony, especially, when such publications are related to the candidate's research
12. Reviewing books or manuscripts for journals or publishers, providing assessments for grant adjudication, serving on the editorial board of a scholarly journal or as a member of an external grant adjudicating committee.

Eligibility Criteria for a Research Release

A faculty member may demonstrate a regular pattern of research activity in a number of ways. For example,

C1. Evidence of recent achievement: At least 1 indicator from Category 1 in the most recent 2 year assessment period

C2. Evidence of research activity: At least 3 indicators in the most recent 3 year assessment period, at least one of which must be from Category 1.

C3. Evidence of research activity: At least 8 indicators in the most recent 6 year assessment period, at least two of which must be from Category 1.

In recognizing the potential shortcomings of applying evaluative metrics to define what counts as "research active," colleagues in the School will be given a 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 and combinations in C1-3 above. Normally research release will not be based on Category 2 indicators alone.