

Department of French Studies Annual Research Release Program

Preamble

This document sets out the principles, procedures and criteria through which the Department of French studies at the Faculty of LA&PS (Henceforth DFS) will make recommendations for the annual Research Release Program (RRP).

Principles

1. DFS's annual Research Release Program is consistent with Article 18.15 of the YUFA Collective Agreement and is intended to be inclusive and equitable. DFS acknowledges that equity issues apply to all aspects of the Release Program.
2. All eligible faculty in DFS 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 release.
3. DFS acknowledges that factors mitigating research activity [e.g. parental leave, illness, administrative position(s)] will be reasonably considered in favour of the applicant. Where such mitigating factors exist, a faculty member may include in her/his application one (1) extra year of past research activity, i.e., seven (7) years rather than the six (6) stipulated in Procedures #8, below.
4. 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 asked 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), providing a rationale for the teaching reduction and evidence that the applicant meets the DFS's criteria for the RRP.
3. Faculty submissions will be reviewed by the Departmental Research Release Sub-Committee (RRSC), consisting of the Chair and 2 tenured faculty members in the professorial stream, constituted annually, who will or will not recommend awarding a release.
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 faculty members in the professorial stream who are not current members of the DFS's RRSC. 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.

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Criteria

1. The DFS's criteria are premised upon a broad understanding of what a regular pattern of research activities and contributions to the profession entails to define a research agenda. These criteria reflect principles of evidence of excellence in scholarship and professional contributions in line with the DFS's Tenure and Promotions document which has been endorsed by Senate, or with SHHRC guidelines.
2. Within the discipline of French Studies we recognize the cyclical pattern of research can take up to 6 years, and that the research process is particularly time-consuming because of the 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. Applicants will thus provide in their rationale a research agenda outlining how the teaching reduction will support them in keeping research active in their discipline and fields of research. Applicants who have had administrative positions or leaves will indicate how the research release will help them kick start their research agenda.
3. DFS recognizes as well the need for inclusive rather than restrictive evaluation across varied disciplines. It acknowledges the diversity of the disciplines involved in the domain 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.
4. At the same time DFS 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.
5. Furthermore, DFS 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, such as curator of an exhibit, production and /or performance in film or theatrical production.
6. Single-authored contributions are highly valued as they have been traditionally, but DFS is also cognizant of the fact that collaborative work is increasingly becoming an important engine for the expansion of the frontiers of knowledge. DFS therefore recognizes the merits of quality collaborative work in its assessment such as data analysis for public and private organizations, for example.
7. Within the discipline of French Studies we also recognize that research activities may be varied, 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 the Categories (i), (ii), (iii) and (iv) of YUFA Collective Agreement:

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<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 CHAPITRE 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>	<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>INTERNATIOAL 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 (peered reviewed) 9. INTERNAL GRANT FOR ACADEMIC INNOVATION AND/OR RESEARCH DISSEMINATION FUNDS (peered reviewed)

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<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 (gathering of corpus, bibliographical data, etc.)2. <i>SIGNIFICANT DATA ANALYSIS UNDERTAKEN AND WRITTEN BY FACULTY MEMBER</i>3. <i>COMPLETED: BOOK READY FOR PUBLICATION</i>4. <i>INVITED AS A SPECIAL GUEST SPEAKER/PANELIST AT CONFERENCE/COLLOQUIUM</i>5. <i>CONFERENCE PAPER AT INTERNATIONAL CONFERENCE/ COLLOQUIUM</i>6. <i>CONFERENCE PAPER AT NATIONAL CONFERENCE/ COLLOQUIUM</i>7. <i>PARTICIPATION AT A SCIENTIFIC RESEARCH GROUP GATHERING</i>8. <i>INVITED AS A GUEST WRITER, FILM MAKER, PLAY PRODUCER (book salon/salon du livre, conférence, panel ...)</i>9. <i>ORGANIZATION OF A SPECIAL SESSION AT A CONFERENCE/COLLOQUIUM</i> E (national/international)10. <i>ORGANIZATION OF A JOURNÉE D'ÉTUDES</i>
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<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 SÉRIES 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, ...)
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8. In reviewing applications each year, the following factors will be taken into account:

8.1. Normally greatest weight will be given to research activities in the twelve (12) months prior to the application, but given the fluctuating cycle of research activities that is typical in DFS (with certain years devoted to field, data collection and/or analysis, archival or other research activity other than the dissemination/publication of results of that research), the Committee will also take into consideration research activities over the previous SIX (6) years (or the previous SEVEN (7) years in special circumstances of the kind outlined above in Principles #3 above). This is based on the understanding that the unpredictability of publication outlets, conference scheduling and graduate supervision may alter the output markers in a single year.

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Moreover, it is frequently the case that colleagues in DFS undertaking long-term, high-impact projects locally or internationally that require travels and/or data collection/analysis and scientific collaborations within a networks of excellence see years in which no output markers appear at all within a year. In addition, early career researchers and faculty members coming off of administrative, parental and medical leaves are less likely to see output markers in the year previous to the application for a research release.

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

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

8.2.2. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of the translation of a monograph/book;

8.2.3. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of a critical edition of an existing manuscript;

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

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

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

8.2.7. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of 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.

8.2.8. The dissemination/publication of academic research within and/or beyond the boundaries of the profession of one or more peer-reviewed (or critically reviewed) substantial encyclopedia entries.

8.2.9. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form 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.

8.2.10. 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 completed + 2 MRPs + 3 supervisory committee memberships).

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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 this clause, as long as the applicant demonstrates that she/he is actively engaged in at least one (1) other research activity listed above in categories (i), (ii), (iii) and (iv) in the year an application is made using this clause as the rationale for gaining a 0.5 course Research Release.

8.2.11. The presentation of two (2) peer-reviewed or invited papers at local, regional, national or international academic conferences, and other meetings.

8.2.12. 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.

8.2.13. Dissemination/publication of academic research within and/or beyond the profession in the form of the curation of an exhibition, the production of a film or a video, the creation and/or launch of a Digital Humanities project.

8.2.14 An application or co-application for, and/or successful receipt of, an external grant or other funding (from various national and international agencies) to support a research project.

8.3. DFS 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 dissemination/publication of such a work shall qualify a faculty member for a Research Release in each of 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 subsequent years.

8.4. Since the dissemination/publication of a peer-reviewed (or critically reviewed) single-authored or co-authored 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.

8.5. The successful receipt of a SSHRC or other major external research grant/fellowship shall qualify a faculty member for a Research Release in each of the years of the original term of the grant.

8.6. In cases where the various scenarios described in points #8.2, 8.3, 8.4 and 8.5 above do not apply, in light of the fluctuating cycle of research activities typical of the varied disciplines across DFS (see point #8.1 above), a faculty member will qualify for a Research Release if she/he provides adequate evidence for ongoing research over the previous SIX (6) years through a combination of research activities as defined in Categories (i), (ii), (iii) and (iv) listed in point #7 under the indicators above, and provides an effective

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description of his/her ongoing research program.

Faculty members with on-going research activity that is reasonably expected to result in dissemination of research outcomes should expect to receive a research release. In this case, the minimum threshold for gaining a Research Release may be achieved in a variety of ways, including, but not limited to, the following:

8.6.1. four (4) contributions in Category (i) and/or Category (ii) over a six-year cycle; **OR**

8.6.2. a combination of contributions in Categories (i), (ii), (iii) and/or (iv) over a six-year cycle. This threshold may be achieved in a number of ways, including, but not limited to, the following:

(a) an average of three (3) contributions in Category (i) and (iii) per annum over a six-year cycle;

(b) a combination of two (2) contributions in Categories (i) and/or (ii) and four (4) in Category (iii) and two (2) in category (iv) over a six-year cycle;

(c) a combination of four (4) contributions in Categories (i) and/or (ii) and six (6) contributions in Categories (iii) and (iv) over a six-year cycle.

9. 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.

10. The RRSC Committee should remain mindful that the various activities mentioned in Points #7 and #8 are intended to be examples of meaningful indicators of research activities; in adjudicating applications, the RRSC shall also take into account all other indicators included by faculty members in their applications for the RRP.

11. In evaluating applications, the RRSC Committee will give extra weight to demonstrably excellent scholarship, giving preference to quality over quantity and, where appropriate, rendering otiose the sample minimum thresholds outlined above in #8.6. The RRSC Committee will also take into full account situations where a major ongoing research project involves greater than normal research activities without immediate outputs and situations where a faculty member has been involved in a higher than normal level of graduate supervision (especially primary supervision, but also in combination with membership of multiple supervisory committees and scientific networks).

12. 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 three (3) 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

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(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/RRSC 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.

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

INSTRUCTIONS:

Eligible faculty are invited to submit 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) years (or 7 years if applicable), providing thus a rationale for the teaching reduction of 0.5 and evidence that the applicant meets the DFS's criteria for the RRP, by May 1. (Each year runs from May 1-April 30).

Name: _____

Indicate in which academic year, if any, you are requesting a release (2017/18 **OR** 2018/19):

(Please circle): 2017-2018 2018-2019 No preference

Research Statement (maximum 1page 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.