

**DEPARTMENT OF ENGLISH
GLEDON COLLEGE**

**RESEARCH RELEASE PROGRAM
ARTICLE 18.15 – YUFA NEW COLLECTIVE AGREEMENT**

*Approved by the English Department, August 30, 2016
[Amended November 10, 2016 and January 24, 2017]
[Amended March 10, 2017]*

AMENDED BY THE DISPUTE RESOLUTION PANEL MARCH 21, 2017

PREAMBLE

The Research Release Program (see YUFA Collective Agreement, Article 18.15) grants a 0.5 teaching release to faculty members who are active researchers. This document identifies the principles, criteria, and procedures that determine the eligibility of YUFA faculty within the Department of English (henceforth “the Department”) for this release. Faculty members may apply for the release through the Department’s Business Committee which, due to the small number of full-time members in the Department, will also perform the duties of the Departmental Research Release Sub-Committee.

PRINCIPLES

1. The principles, procedures and criteria for the Department’s Annual Research Release Program set out in this document are consistent with Article 18.15 of the YUFA Collective Agreement and are intended to be open, inclusive, and equitable.
2. All permanent Professorial Stream YUFA faculty in the Department with a regular 2.5 FCE or equivalent teaching load who demonstrate a regular pattern of research activity should expect to qualify for a 0.5 FCE release.
3. The Department acknowledges that equity issues apply to all aspects of the Research Release program, including evaluation of eligibility and allocation of research releases. It also acknowledges that factors mitigating regular research activities (e.g., parental leave, illness, administrative service positions, etc.) will be reasonably considered in favour of the applicant.
4. In case of a disagreement, members are entitled to appeal unit-level decisions to the unit-level committee and/or appeal to the Chair and/or grieve the Dean under the procedures outlined below and in line with Article 18.15 (Research Release Program) and/or Article 9 (Grievance and Arbitration) of the YUFA Collective Agreement.

PROCEDURE

1. The annual call for submissions for the Research Release Program will take place at the start of the Fall Term.
2. All faculty applications for the Program will be reviewed by the Department’s Business Committee serving as the Research Release Sub-Committee; it will consist of the Chair, the Deputy Chair, and two YUFA faculty members (who may include pre-tenured faculty members or contractually-limited term appointees). The Business Committee will be elected annually

3. Eligible faculty members will fill out the form below and submit it with a statement that clearly describes the candidate's regular pattern of research activities. The statement is not to exceed one page.
4. As evidence of eligibility for release, this statement of activities will cover up to five previous years of completed research, ongoing research, and/or future plans for research activity.
5. The Business Committee will review all applications and make recommendations based on the criteria below and in accordance with Article 18.15 of the YUFA Collective Agreement; a member is expected to accrue at least **6 credits** in 5 years in order to become eligible for the release. Of the **6 credits** earned in the cycle, at most 2 credits acquired through editorial work per cycle will be counted towards the total. At least 2 credits in any cycle will come from the "Dissemination section" alone or in combination with the "External Grants section," which identifies success in 2 grant categories (research/creation and external conference/knowledge mobilization) and further specifies the role of the applicant as either the principle applicant or co-applicant. Research activities can only be credited once (e.g. research credit awarded for organizing a conference cannot be repeated as credit awarded for editing a proceedings from the same conference).
6. If the Department's Business Committee recommends that a faculty member not be awarded a release, the member will be provided with the reason(s) for this recommendation in writing.
7. Faculty members can request that a recommendation to reject the application be reconsidered by the Chair of the Department. If the rejection is upheld, any Faculty member may appeal in writing to the Dean.
8. During the two transition years, any faculty member who has either not applied for a release in Fall 2016 or has not been granted one for 2017/18 as a result of an application made in Fall 2016 may apply in Fall 2017 for a release to be taken in 2018-2019. Members who apply in Fall 2016 can also indicate their preference for a release to be taken in either 2017/18 or 2018/19, which the Business Committee will make every effort to accommodate.
9. All Business Committee recommendations will be submitted to the Principal of Glendon.
10. If the Principal of Glendon does not accept the Departmental Business Committee's recommendations for faculty release, members may exercise their right to grieve the decision in accordance with the YUFA Collective Agreement.

CRITERIA

A regular pattern of research activity is broadly understood by the Department to entail one or more of the types of activities listed below. In principle, evidence of research activity includes, but is not limited to, the activities already recognized in the Department's Guidelines for Tenure and Promotion. As an interdisciplinary department whose faculty are involved in several fields of what can broadly be termed "English Studies," the Department also recognizes its members' regular research activities may be heterodox, given their diverse critical perspectives, methodologies, and areas of specialization. Accordingly, we have integrated both conventional and creative research activities into our document. As well, in our field-related experiences, collaborative publications are as time consuming as individual ones but often result in higher quality publications and research impact. Collaborative projects and publications additionally serve the purpose of building local and global research networks that enhance Glendon/York's internationalization and knowledge mobilization initiatives. Therefore, the Department

recognizes collaborative research activity as equal to individual work in the assessment of research credits related to Article 18.15 in the new YUFA Collective Agreement.

Basing its criteria on the document entitled “Research-based teaching load reduction for YUFA faculty, Appendix 1” and the “example of a weighted evaluation” from the Principal’s Office attached to the same document, the English Department will assign research-credit according to the following valuation grid:

Nature of research activity	Research credits
<i>Dissemination</i>	
Monograph/book	3
Edited volume	2
Peer-reviewed journal article	1.5
Peer-reviewed book chapter	1.5
Guest editorship of special journal issue	1
Peer-reviewed article in a conference proceedings	1
Encyclopedia entry	1
Book review	0.25
Creative production: book-length publication (novel, poetry collection, short story collection, play, screenplay, etc.)	3
Creative production: medium-length publication (e.g. short story)	1.5
Creative production: short publication (e.g. poem)	0.25
<i>External grants</i>	
Successful external research/creation grant – Principal applicant/investigator	3
Successful external research/creation grant – co-applicant/co-investigator	2
Successful external conference or knowledge mobilization grant – Principal applicant	2
Successful external conference or knowledge mobilization grant – co-applicant	1
<i>Other research activities</i>	
Participation in a research project (externally or internally funded, or unfunded) as lead investigator	1.5
Participation in a research project (externally or internally funded, or unfunded) as team member	1
Presentation of invited or plenary paper at learned conference or keynote address	1
Presentation of paper at learned (inter)national, provincial and/or local conference (NB: up to 1 credit can be accrued per cycle from such activities)	0.25
Organization of conferences, reasonably expected to lead to publication	2
Organization of colloquia, reasonably expected to lead to publication	1
Organization of roundtables, panels, or workshops at conferences, reasonably expected to lead to publication	0.5
Editor or Associate Editor of a journal (credit per journal issue published) (NB: up to 1 credit can be accrued per cycle from such activities)	0.25
Editor or co-editor of a book series (credit per book published)	1
Membership on the editorial board of journals, or acting as peer-reviewer for a journal (NB: up to 1 credit can be accrued per cycle from such activities) (credit per article reviewed)	0.25
Development of and involvement in institutional partnerships for research (including appointment to other university faculties and professional sector working groups) – as lead investigator/researcher or team leader, reasonably expected to lead to publication (including policy documents)	1.5

Development of and involvement in institutional partnerships for research (including appointment to other university faculties and professional sector working groups) – as team member, reasonably expected to lead to publication (including policy documents)	1
MA and PhD supervisions (primary supervisions only, and only for the year in which the student graduates)	1

GLENDON COLLEGE – DEPARTMENT OF ENGLISH

**RESEARCH RELEASE PROGRAM
ARTICLE 18.15 – YUFA NEW COLLECTIVE AGREEMENT**

Faculty Member Submission Form

Name: _____

Title: _____

Please indicate the preferred year for which you are requesting a release:

2017/18: _____

2018/19: _____

I am flexible: _____

Please attach or type below your **Summary Statement of Regular Research Activity**
(not to exceed 1 page single spaced)