

**Research-Based Teaching Load Reduction Policy (Policy)
School of Human Resource Management (SHRM)**

Final February 2017

DEFINITIONS

1.1 For the purposes of this Policy, the following definitions apply:

“Criteria” means the criteria for qualification for a Research-Based Teaching Load Reduction (RBTLR) as described in paragraph 4.2 of this Policy.

“Eligible Faculty” means any probationary or tenured professional stream faculty member whose home unit is SHRM, whose normal teaching load is 2.5 FCE or higher, and who does not already have another research related teaching load reduction for the year in which a Research-Based Teaching Load Reduction release is sought. *(from Article 18.15(a))*

BACKGROUND

2.1 This Policy is subject to the Collective Agreement and any application of it is subject to approval by the Dean, the denial of which is subject to the grievance and arbitration provision.

2.2 As per Article 18.15(m) of the Agreement, in 2017-18 and 2018-19, RBTLRs are available only for 50% of Eligible Faculty. Any faculty member who receives a RBTLR in 2017-18 shall not be eligible for a RBTLR in 2018-19. Beginning in 2019-20, all Eligible Faculty who satisfy the Criteria are entitled to receive a RBTLR.

APPLICATION PROCEDURE

3.1 Each fall, the Director of SHRM or a person designated by the Director shall distribute to SHRM faculty: (1) a Call for Applications for a RBTLR for the subsequent academic year; and (2) a Call for faculty volunteers to sit on an Ad Hoc Committee (“Committee”) assigned the task of assessing, in a collegial manner, whether applications satisfy the Criteria.

3.2 The Call for Applications shall indicate that the Applications must include a statement of how the applicant satisfies the Criteria, as well as the date that the Applications must be submitted to the Director. Decisions about which faculty shall be recommended to the Dean for a RBTLR shall be made by a date sufficient to obtain the Dean’s approval.

3.3 Eligible Faculty interested in receiving a RBTLR shall submit by the date indicated in the Call for Applications a concise statement (2 pages or less) describing how they satisfy the Criteria and are research active.

- 3.4 The Committee shall be comprised of the Director and two additional SHRM faculty members (including faculty cross-appointed to SHRM) who indicate to the Director their willingness to serve on the Committee. If more than two faculty apply for the Committee, a secret ballot election of SHRM faculty will decide who sits on the Committee. A faculty member sitting on the Committee shall recuse him or herself from deliberations on whether their own application satisfies the Criteria and remaining Committee members will assess the application.
- 3.5 The Committee shall meet and review the applications submitted for a RBTLR and decide which applicants satisfy the Criteria, applying the Criteria and decision-making parameters described in paragraph 4 of this Policy. If the members of a three-person Committee cannot agree on whether a faculty member satisfies the Criteria, then the decision of the majority of the Committee governs. If due to a Committee member recusing himself or herself there is a two-person Committee, then if either remaining Committee member decides the applicant satisfies the Criteria, then the applicant will be recommended for a RBTLR.
- 3.6 If an application is not recommended for a RBTLR, then the Committee shall provide the applicant with reasons for that decision. An applicant not recommended for a RBTLR may advise the Committee that he or she wishes to appeal the Committee's decision to the Dean.
- 3.7 The Director will forward to the Dean the names of SHRM faculty members adjudicated to have satisfied the Criteria for receipt of a RBTLR in accordance with this Policy and reasons for the decision, as well as name of any applicant not recommended and who has requested a review of the decision by the Dean, along with reasons for the decision not to recommend.

GENERAL PRINCIPLES

- 4.1 The assessment of whether faculty applications satisfy the Criteria shall be guided by the following general principles:
 - 4.1.1 Applications for RBTLR shall be evaluated taking into consideration the multi-disciplinary nature of SHRM and its faculty. There is no standard measure of the value of research/scholarly/creative activities or publications that applies uniformly across the various disciplines, research methodologies, and fields or types of research engaged in by SHRM faculty.
 - 4.1.2 Because SHRM faculty are inter-disciplinary and engage in a broad range of research/scholarly/creative methodologies (empirical, doctrinal, historical, quantitative, qualitative, etc.) that produce a broad range of publication and other outcomes (articles, books, presentations, etc.), the time frame from initiation of a research project to final dissemination of outcomes and results varies widely.

- 4.1.3 The RBTLR program is intended to be inclusive and equitable and not competitive. Therefore, any faculty member who demonstrates an active research/scholarly/creative program consistent with the Criteria described in paragraph 4.2 shall be recommended for a RBTLR (subject to the limitations in the Collective Agreement relating to years 2017-18 and 2018-19, described below).
- 4.1.4 Applications for RBTLR shall be evaluated taking into account the impact on recent research/scholarly/creative activities owing to (1) intensive service to the University (including holding any of the directorships in the SHRM) and (2) other personal or professional reasons that in the opinion of the Committee should be considered, including but not limited to leaves of absences approved by the employer or other circumstances that affected research productivity. The Committee has discretion to adjust the time frames mentioned in the Criteria to account for such impacts. If the Committee exercises its discretion to extend the time frames, it will explain its rationale for doing so in its report to the Dean.

Criteria for Assessing Whether Faculty Are Research Active

- 4.2.1 Research activity is indicated primarily, but not exclusively, by refereed publications in high quality journals and books published by high quality publishers. However, because SHRM is a multi-disciplinary unit, there is no one set of meaningful indicators of research activity or fixed list of high quality journals that apply universally to all SHRM faculty. Faculty publish their research in management, business, HRM, psychology, organizational behaviour, economics, law, industrial relations and other academic fields, each of which have their own research norms and meaningful research indicators. The Committee shall take into account this diversity of meaningful research indicators and be flexible in their assessments of whether an applicant has been research active.
- 4.2.2 In accordance with the categories identified in Article 18.15, the items listed in the following table will count as evidence of research activity (“Criteria”). Faculty need to demonstrate a regular pattern of research activity, which would usually mean: (1) at least one item from the table is satisfied in the year preceding the application and (2) at least two items from category (i) in the four years previous to the application. In any given year, a research release cannot be awarded based solely on graduate supervision or book reviews alone.

Collective Agreement Reference (art. 18.15(e))	Evidence of Research Activity
(i) Dissemination of research in the form of peer reviewed or critically reviewed publications:	<ul style="list-style-type: none"> • Peer or critically reviewed single or co-authored journal articles, books, book chapters, or conference proceedings
(ii) Applications for external grants and successful external grants awarded;	<ul style="list-style-type: none"> • Applications for external grants and successful external grants awarded
(iii) Works in progress that are reasonably expected to result in dissemination of research outcomes in the form of peer reviewed or critically reviewed publications or scholarly activities	<ul style="list-style-type: none"> • Presentation of research at an academic conference • Scholarly research that is reasonably expected to result in publications in peer reviewed or critically reviewed publications, including but not limited to developing research partnerships, data collection, data analysis, knowledge sharing, and doctrinal, theoretical, and scholarly literature research. • Publication of a non-refereed research article in a journal (including an e-journal research series) or book (including e-book) • Ph.D principal graduate supervision in the year in which the student defends • Editorship of a peer reviewed academic journal or edited academic book • Research/scholarly/creative activities prepared for or applied to external communities, including government, business, or any other non-

	<p>governmental organization</p> <ul style="list-style-type: none"> • Published book reviews • Speaking engagements or published pieces in the media relating to the Applicant's academic expertise • Organization of a research conference, symposia, workshop
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The Process for Selecting Which Faculty Are Recommended for a RBTLR

4.3 Pursuant to article 18.15(i) of the Collective Agreement, no faculty member can be recommended for a RBTLR if receipt of the RBTLR would result in that faculty member's teaching load falling below 1.0 FCE.

Selection Process for 2017-2018 and 2018-2019

4.4 In 2017-2018 and 2018-2019, only 50 percent of Eligible Faculty who satisfy the Criteria is entitled to receive a RBTLR. Therefore, for those two academic years, the following process will apply for selecting who will be recommended for a RBTLR:

- All Eligible Faculty who are interested in receiving a RBTLR in either of the two years must submit an application by the due date set for 2016-17. In that application, the applicant may indicate a preference for taking a RBTLR in one year or the other.
- The Committee shall:
 - Review the applications and determine which applicants satisfy the Criteria; and
 - Decide which applicants will be recommended for a RBTLR in 2017-2018 and 2018-2019 by: (1) considering any stated preferences by the applicants; (2) considering any collegial agreements among the faculty who satisfy the Criteria; and (3) finally, if voluntary agreement cannot be reached among the faculty, by recommending releases based on the wishes of faculty in order of their seniority.
- It is the expectation that all Eligible Faculty who satisfy the Criteria and who apply will receive a RBTLR in either 2017-2018 or 2018-2019.

Selection Process for Years Subsequent to 2018-2019

- 4.5 Beginning in 2019-20, RBTLRs will be recommended for all Eligible Faculty who satisfy the Criteria.