

## **Department of Humanities: Criteria for Research Release Program December 5, 2016**

In accordance with the YUFA collective agreement (18.15), a teaching load reduction will be granted to all faculty members in the Department of Humanities who are actively involved in research. The purpose of this program is to support research by providing a 0.5 FCE release from teaching to research-active faculty. In determining whether a faculty member is “research active,” the department recognizes past and ongoing research especially, and will give some consideration to planned research activities.

### **Process**

Individual faculty must apply to the Chair of the Department by November 1 to obtain the release in the following academic year. All full-time, tenure-track / tenured faculty who normally teach 2.5 FCEs are eligible, as are all faculty appointed to administrative positions.

A teaching load reduction may be granted on the basis of a recent (**six-year**) record including the following: current and ongoing research activities; external funding; or individual or collaborative activities planned to produce or disseminate such activities. The six-year threshold corresponds to the sabbatical cycle and follows SSHRC research assessment practice.

Faculty who wish to be considered for this reduction will apply to the Chair with an updated CV and criteria checklist (highlighting the last six years of academic activities). Where these are insufficient to detail the specific nature of the research, faculty may include an optional one-page statement providing indications or evidence of such activity, recent, current, and / or planned.

Table 1 below sets out discipline-specific criteria / meaningful indicators of research activity as per the three categories of research criteria / indicators described in Article 18.15e of the Collective Agreement. It is expected that, in due course, the research undertaken by faculty members of the Department of Humanities will result in the dissemination of research as described in section i) Table 1. In the meantime, the criteria / activities described in sections ii) and iii) shall be deemed sufficient to qualify for the research release. Applications should explicitly address the criteria / activities described in Table 1 and provide indications or evidence of such activity, whether recent, current, or planned for the future.

The expectations of the Department in regard to research activity are sensitive to the extraordinary diversity within the unit and its commitment to interdisciplinary work. Every effort will, therefore, be made to ensure that research activity will be recognized that is appropriate to the norms and practices of the faculty member’s area of work and expertise. While criteria for research activity will fall within generally established disciplinary norms, they should also include research activity that may be interdisciplinary or non-normative given the diverse critical perspectives of faculty within the unit.

In the evaluation of applications, equity issues will also be taken into consideration. Any factors mitigating research activity will be considered; for example, recent administrative responsibilities, or parental leave. In cases of medical, parental leave and administrative leave, a year will be added to the recent (six-year) record of current and ongoing research activities. In addition, in cases of major administrative service (UPD, GPD, Chair) a research release will be granted in the first year of application after the conclusion of service responsibilities.

With the approval of the department, an elected committee will be established to review the applications and determine those who are qualified based upon the approved departmental criteria, and advise the Chair. Faculty members who are considered not qualified will be given reasons in writing and may request a reconsideration of their file.

The list of those eligible for a research release will be submitted as recommendations to the Dean. Those recommendations will be forwarded by November 30.

The research release must be taken in the year it is awarded.

### **Criteria and Eligibility**

The criteria / activities set out in Table 1 are intended to be read as examples of indicators of research activity. This is not a merit-based process, nor is it a process of adjudicating “excellence.” Rather, qualification for the release is based upon meeting criteria that indicate continuing research activity and / or the ways that the research release will enable future and / or ongoing research.

While eligibility for the release will be assessed annually, it will be calculated on a rolling six-year basis.

Generally, to be eligible for the release in this context, faculty must on average be engaged in at least **two** of the activities outlined in the three categories on an annual basis, averaged over six years (e.g. 12 activities over 6 years). At the same time, to maintain eligibility, within any given six-year period this activity must include **three** or more activities from section i). For those colleagues engaged in writing a monograph or making a film or producing an art exhibition (section i), that activity alone is enough to satisfy section i) requirements for the period as long as they are also engaged in 9 or more other activities as outlined in sections i), ii) and iii) on an annual basis averaged over six years.

As noted in Table 1, section iii), graduate supervision will be considered but on its own is not sufficient for research release in any given year.

## Release Adjudication Process for 2017/18 and 2018/19

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 committee will apply the criteria and allocate research releases to all those who qualify.
- The 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 to stated preferences and availability (e.g. sabbaticals, other leaves, etc.).
- 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 department or the Dean may ask for reconsideration; they may also re-apply for the following year.

**Table 1. Research Criteria / Meaningful Indicators**

Collective Agreement Categories	Meaningful Indicators
<i>i) dissemination of research in the form of peer reviewed (or critically reviewed) publications and/or creative/scholarly activities;</i>	<ul style="list-style-type: none"> <li>* Academic monographs;</li> <li>* Other “creative activities” (18.15.e), such as films, performances, scripts, novels, collections of poetry, and art exhibitions;</li> <li>* Academic translations (book-length);</li> <li>* Co-authored books or textbooks;</li> <li>* Edited volumes/special issues;</li> <li>* Single-authored journal articles, book chapters, articles in conference proceedings;</li> <li>* Peer-reviewed reference contributions (e.g. dictionary, encyclopedia, online biography, etc.);</li> <li>* Peer-reviewed review essays;</li> <li>* Co-authored articles, book chapters, or international peer-reviewed conference proceedings in which the faculty member contributes a substantive portion;</li> <li>* Editor or Associate Editor of peer-reviewed journal.</li> </ul>

<p><i>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);</i></p>	<p>* Grants or other funding, applied for or received.</p>
<p><i>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.</i></p> <p>N.B. While, as specified, graduate supervision may be counted among annual activities, on its own it is not sufficient for research release in any given year</p>	<ul style="list-style-type: none"> <li>* Book contracts and/or letters of intent from academic publishers;</li> <li>* Chapters submitted to academic publishers for consideration;</li> <li>* Creative/scholarly material accepted for publication or submitted for peer review;</li> <li>* Shorter academic translations;</li> <li>* Articles in non-refereed journals;</li> <li>* Non-refereed contributions to reference works (e.g. dictionary, encyclopedia, online biography, etc.);</li> <li>* Book reviews;</li> <li>* Discipline related articles in news magazines or newspapers both in print and electronic media;</li> <li>* Published or unpublished research reports;</li> <li>* The graduation of an MA or PhD student one has supervised, or an unusually heavy supervisory load;</li> <li>* Refereed conference papers and presentations, and presentation of invited or plenary papers at scholarly conferences;</li> <li>* Organization of conferences, colloquia, roundtables or panels at conferences;</li> <li>* Organization of workshops, on-going seminars or study groups;</li> <li>* Discussant on a roundtable or panel, participation in workshops or study groups;</li> <li>* Membership on the adjudicating committees of funding agencies, and assessment of manuscripts or research proposals;</li> <li>* Membership on the administrative board of professional associations;</li> <li>* Peer-reviewed research support (e.g. of scholarly books, journal articles, or grant reviewing);</li> <li>* Field work and/or other forms of data collection; and</li> <li>* Other means of addressing various publics.</li> </ul>