

RRP 18.15 – Criteria and Procedures

School of Information Technology

Criteria under 18.15e

Definitions

Eligible journal articles: published in peer-reviewed journals indexed by Google Scholar, IEEE Xplore, ABI/Inform (also known as ProQuest), ACM Digital Library, Scopus, DBLP or Web of Science.

Eligible conference papers: published in peer-reviewed proceedings of international conferences indexed by Google Scholar, IEEE Xplore, ABI/Inform (also known as ProQuest), ACM Digital Library, Scopus, DBLP or Web of Science. It is emphasized that, as opposed to most other disciplines, in Information Technology, conference publications are comparable to journal publications as indicators of quality and intensity of research activity.

Short description: a description less than 250 words.

Eligibility

As per 18.15(a), *“Commencing in the 2013-14 academic year and annually thereafter, sixty (60) 0.5 course releases to support research/scholarly/creative activities will be made available to probationary or tenured Professional Stream faculty whose normal teaching load is 2.5 courses or higher and who do not already have access to another course release related to or predicated on research related activity.”*

The Director will circulate to the School Council the list of all members eligible for participation to the program, before the first meeting of the CoRT.

Criteria Specification

In general, a candidate receives 0.5 FCE research-based teaching load reduction under (18.15) if one of the following two (2) conditions is satisfied.

1. Has published five (5) eligible conference papers - *as defined above* - over the past five (5) years, to match the NSERC window of five (5) years for the Discovery Grant.
 - 1.1. Every two (2) of the above papers can be substituted by one (1) eligible journal article.
 - 1.2. Each one of the above papers can be substituted by two (2) peer-reviewed papers published in workshop proceedings or poster papers in the proceedings of eligible conferences.

- 1.3. Each one of the above papers can be substituted by one (1) peer-reviewed book chapter.
- 1.4. Each one of the above papers can be substituted by an eligible paper undergoing revision in which it is demonstrated in the paper and/or reviews that the submission meets minimum quality standards (e.g. comprehensible, relevant to the submission venue, it reports on research activities).
- 1.5. One or more of the above papers can be substituted with other evidence of endeavor or achievement that may credibly be considered an equivalent way of exhibiting a pattern of research-related or scholarly activity within the past five (5) years such as:
 - a) Filing of a patent application.
 - b) Development and publication of research tools and aids (e.g. open source software, data repositories etc.).
 - c) Knowledge and technology transfer activities (e.g. participation in start-ups), community engagement (e.g. consulting). *These exclude professional activities which are remunerated.*
 - d) Engagement in an active research project (e.g., on tool development or data collection). Up to two (2) projects can count for up to one (1) substitution each.
 - e) Technical reports. Up to three (3) distinct technical reports can count for up to one (1) substitution each.
- 1.6. Up to two (2) of the above papers can be substituted each with other evidence of recognition of the applicant's research accomplishments, such as:
 - a) Awards related to research (e.g. best paper or other awards or recognitions in conferences). Awards can substitute papers in addition to the threshold above for up to four (4) substitutions total for category 1.6.
 - b) Participation in program or organization committees of eligible conferences.
 - c) Editor, Associate Editor or Member of the Editorial board of eligible journals.
 - d) Invited talks or participation in panels in eligible conferences.
- 1.7. Up to two (2) papers can be replaced each by completion of one (1) thesis or two (2) major research projects which the applicant is principal supervisor. Co-supervision receives half the credit as principal supervision.

For each substitution that falls into category 1.5, the applicant shall offer a short description explaining why it can be considered as research dissemination or as activity that is reasonably expected to result in such. As there is reasonable variation in what constitutes research activity under these categories, the committee shall show flexibility and open-mindedness in calculating substitutions and evaluating applicants that seemingly fall short of the indicative thresholds. Considerations include rewarding the applicant's decision to weigh more on quality and impact than on quantity, recognizing their taking on of ambitious labor-intensive projects with long cycles (e.g. empirical studies, development-intensive research) or acknowledging their decision to follow novel/unconventional dissemination avenues and audiences.

2. Has held within the past five (5) years as a PI, Co-PI, Co-Investigator or Collaborator of at least one eligible external research grant (such as NSERC, SSHRC, CIHR, MITACS, ORF, ERA etc.). Being eligible as a collaborator specifically will depend on the nature of the grant and the requirements of the role which are assumed to be substantial. The last year that any amount was granted should generally be no longer than three (3) years before the application year. Nevertheless, the committee shall consider longer periods depending on the amount and competitiveness/prestigiousness of the grants rewarded before and within the five (5) past years.
 - 2.1. Lack of external grant(s) as above can be replaced by any of:
 - a) Continuous (e.g. three times in the past five (5) years) attempts to apply for such grants, plus a short description by the applicant on how s/he has been improving her/his proposal in response to the reviewer's feedback.

For applicants who do not meet either of the categories (1) and (2) alone, the committee shall explore evidence combining (1) and (2) to establish research activity. As it is impossible to exhaust all tenable combinations of (1) and (2) here, the committee will evaluate possible combinations on a case-by-case basis and based on its evaluation of whether the resulting combined research activities can be deemed to be at a level comparable to either (1) or (2) in demonstrating a pattern of regular research activity.

Nevertheless, the committee shall also acknowledge the often significant impact that such things as career interruptions and front-line administrative positions have on research output.

Process

Principles

- 1) Applicants submit the following material:
 - a) Updated CV highlighting the last five (5) years of activity.
 - b) **Optionally:** a cover page outlining how they believe they satisfy the criteria. (Note: the committee shall explore all possible ways by which the criteria can be satisfied independent of the applicant's input)
 - c) **Optionally:** additional evidence and related commentary to address 1.4-1.6, 2.1, such as submitted papers and grant applications, reviewer's comments on submissions, descriptions of alternative dissemination avenues followed, activities in preparation for publishing, etc..
- 2) Applications are adjudicated by the Committee on Research and Teaching (CoRT).
 - a) Rejected applications shall be accompanied with an at least 500 word explanation of why they fail to meet any of the standards.

- b) The onus for composing the above text is on the members of the CoRT who voted for rejection. Failure to produce such an explanation to the CoRT Chair by the deadline for transmission to Director (deadline No. 4), automatically inverses the recommendation.
- 3) The SIT Director may:
- a) Return the result of the adjudication back to the CoRT, if proper meeting process has not been followed (e.g. meeting notifications, material properly distributed, quora met, report complete).
 - b) Add commentary as to whether the criteria have been applied fairly.
- 4) Prior to transmission of the result to the Dean's office, rejected applications shall be forwarded to the applicants who have the option to appeal against the decision, by optionally updating their CV and material with more evidence.
- a) The CoRT shall address the appeal by re-adjudicating and responding to the member accordingly. Response is governed by the same principles as in (2): a 500 word response to the appeal shall be provided by the members who voted against the appeal and failure to do so by deadline No. 7 marks the appeal successful.
 - b) Should the applicant explicitly request so to the CoRT chair and the Director, the entire correspondence (application, initial CoRT justification, appeal, response to appeal) will be forwarded as-is for consideration by the Dean.

Process Specification

(see attached process map)

Deadlines

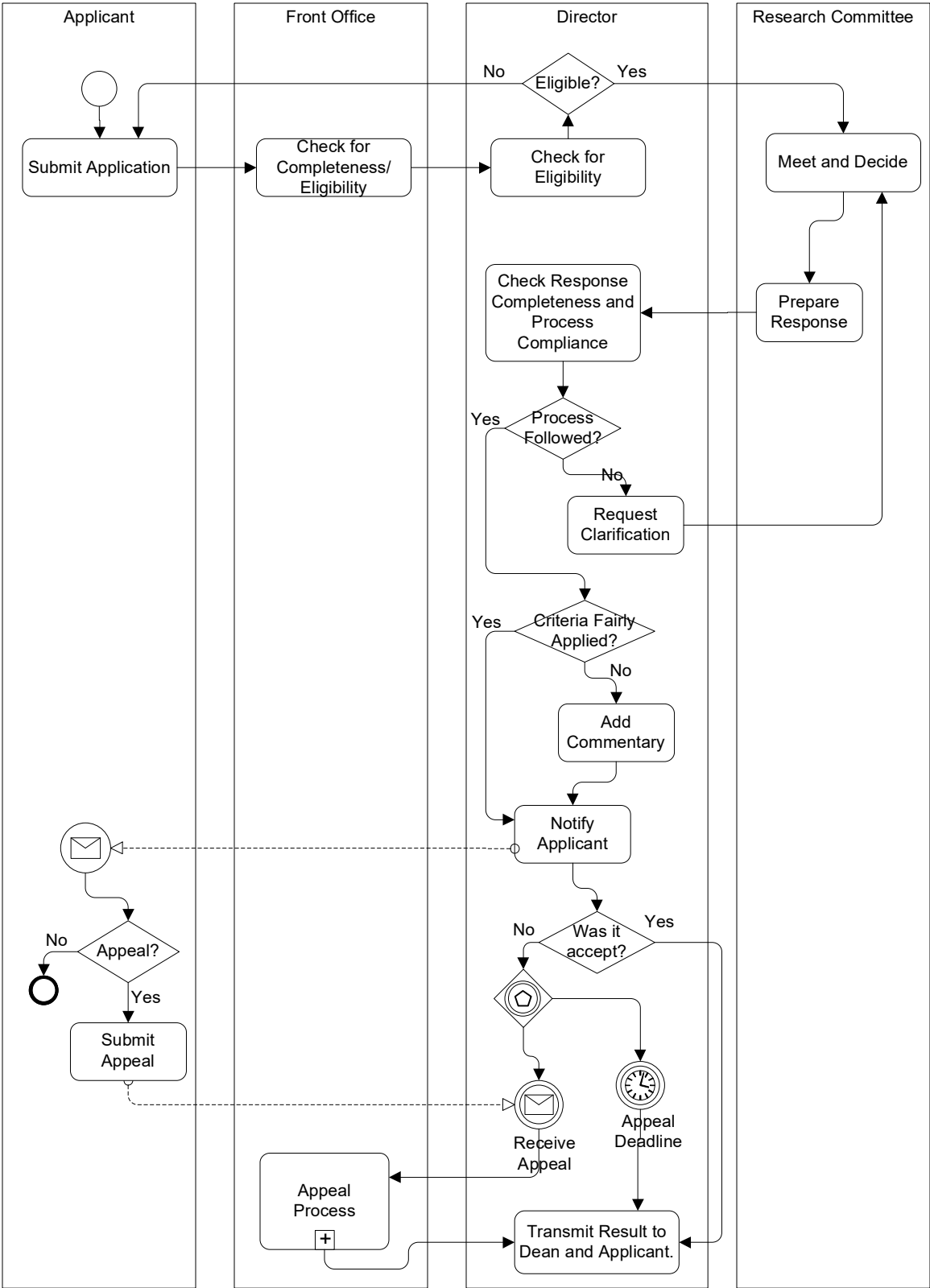
5pm of next business day of the date specified below.

1. Initial Application: Aug. 31st.
2. Administrative Rejects (ineligible, incomplete): Sept. 7th.
3. CoRT receives applications: Sept. 15th.
4. CoRT adjudication result transmitted to Director: Oct. 15th.
5. Applicant notification and DO's notification of accepts: Oct 21st.
6. Applicant's Appeal: Nov. 1st. (DO's notification of unappealed rejects: next business day)
7. CoRT re-adjudication result transmitted to Director: Nov. 31st.
8. Applicant Notification (DO's notification of rejects): Dec. 7th.

Notes on 2017-2018 and 2018-2019 Exercises

1. Under 18.15 (m) for the transition period 2017-2019: *“any faculty member provided with a 0.5 FCE research-based teaching load reduction under the Program in 2017-2018 will not be eligible to receive a research-based teaching load reduction under the Program for 2018-2019”*
2. Timeline for 2017-18 is revised as follows:
 - a) Application Deadline: 25th January, 2017
 - b) CoRT will target to meet on or before February 8th.
 - c) CoRT adjudication result transmitted to Director: February 13th.
 - d) (remaining action items performed in the same in-between intervals as in the general timeline)

RRP Application and Adjudication Main Process



RRP Application and Adjudication Appeal Process

