

Department of Political Science

Criteria and Procedures for the Research-Based Teaching Load Reduction (Article 18.15)

A reduction of teaching load by 0.5 FCE is available through the Research-Based Teaching Load Reduction Programme to all members of the Department of Political Science. In order to be eligible for a reduction, colleagues must have a regular 2.5 FCE teaching load, apply, and demonstrate a 'regular pattern of research / scholarly / creative activities.' (18.15.e) This document sets out both the criteria by which such a regular pattern of activity will be assessed and the procedure through which the Department of Political Science will make recommendations for releases.

Principles

The Department of Political Science is the leading critical Political Science Department in Canada, and among the leading such Departments in the world. The Graduate Programme in Political Science, to which the Department provides the majority of the resources, comprises the largest Doctoral programme in the Faculty, and is one of the largest and best respected such programmes in the country. As such, the members of the Department of Political Science maintain an active programme of research and scholarship as a matter of course, and are in most cases active in the Graduate Programme in Political Science.

The Department of Political Science values both its teaching and research contributions to the academic life of the university and the broader community. The Research Release Programme seeks to rebalance the workload of the members of the Department in order to provide more adequate support to the research programmes of Departmental Faculty, and thereby contribute to enhancing their excellence as undergraduate and graduate teachers.

Therefore the expectation of the Department of Political Science and of its members is that normally all members of the Department will be eligible for and will likely seek reduction in teaching load through this programme annually.

Criteria

In its criteria for promotion and tenure, the Department of Political Science recognizes that it "has built a strong tradition of critical scholarship to address, debate and to constitute an intellectual community that can, does and will analyze and debate a variety of issues relevant to the discipline. We believe that there is no single way and no single channel of communication that has a monopoly on critical debates within the discipline." The criteria continue to enumerate the range of avenues through which scholarly communication happens in this community:

- monographs;

- refereed journal articles, both paper and electronic;
- high quality non-refereed journals;
- peer-reviewed book chapters;
- editorship of books, both with and without contributing a substantive chapter;
- publications resulting from external consultation, when the results are publicly available;
- contributions which widen access to scholarship, and contribute to public education and public policy.

The tenure and promotion document further notes that there are other forms of research and scholarly contribution we value as a community:

- journal editorship;
- serving on editorial boards;
- securing peer-reviewed research grants;

Furthermore, the tenure and promotion document is clear in the importance in our research and scholarship of training subsequent generations of scholars through the supervision of graduate students, whether from the Graduate Programme in Political Science or other graduate programmes.

Taking this collegially agreed and Senate-endorsed statement of the evidence of professional contribution in our discipline and Department, the Department Chair shall confirm that the requests for research release articulate a programme of research that meets the departmental criteria for a 'regular pattern of research / scholarship / creative activity' based on evidence of some reasonable mix of activities, including but not limited to the following:

- I. dissemination of research (art. 18.15e (i)), including:
 - scholarly communication of the kinds enumerated above;
 - other forms of publication or public communication that may not be specifically mentioned, and may not have been conceived at the time of the drafting of the Tenure and Promotion documents;
- II. applications for external grants as well as successful external grants awarded (art. 18.15e (ii));
- III. on-going research activity that is reasonably expected to result in dissemination of research outcomes (art. 18.15e (iii)), including:
 - works in progress and those submitted and accepted but not yet published;
 - conference presentations and roundtable participation;
 - hosting of conferences and workshops
- IV. other activities consistent with our Tenure and Promotion document as well as the SSHRC statement of Research Contributions (Refereed, Other-Refereed, Non-Refereed, and Contributions to Training), including:
 - editorships and active editorial board memberships;
 - community engaged scholarship, where community may be local, national, or

international;

- graduate supervision, particularly but not exclusively PhD supervision.

In order for there to be a 'regular pattern', there should be evidence of such activities advancing a colleague's research agenda over the previous six years, and if there are breaks for any reason the applicant should provide some explanation of the breaks in their statement. **In cases where a colleague has performed a major administrative service role for an extended period of time, the expectations shall be adjusted accordingly.** While activities included in Category I (Dissemination of Research) are not expected in every year, there should be evidence of ongoing dissemination over the six year period.

By way of example, and not to be seen as in any way exclusive, the following mix of evidence might be provided by colleagues to demonstrate a regular pattern of research activity:

- A progressive, ongoing research programme that is relatively tightly focussed on the politics of a region. In the previous six years, a book was published early in the period, followed by little or no publication of articles or book chapters as a new phase in the regional study is begun (Category I), and number of conference presentations as the work develops. (Category III) A research grant application to fund the new work. (Category II) Continued graduate supervisions (Category IV)
- A research programme involving three separate but related streams. Several articles and book chapters were published in different areas over the six year (Category I), and there are further articles under preparation with one, for example, under review. (Category III) Annual presentation of work at the major scholarly conference in the field (Category III). Primary PhD supervision, PhD committee membership, and MA MRP supervision. (Category IV)
- An engaged research programme that focusses in part on political mobilization through social media. Evidence of advancing that agenda includes a variety of online dissemination activities, including scholarly blogs, video lectures, interactive communications. (Category I) Organising a workshop promoting scholarship through online dissemination (Category III) Editing an online journal, and engaging with community activists. (Category IV)
- ~~A colleague had no publication through the six year period because of a major administrative service role, but is now returning to research activity, and articulates a new research programme. (Category I) Actively planning to submit an SSHRC Insight Grant proposal to support the new work. (Category II) Presented a paper at the relevant association's annual conference. (Category III) Has had some involvement in Graduate supervision. (Category IV)~~

Procedures

Applications for teaching load reduction will normally be made in September of each year for the subsequent academic year in order to allow the reductions to be included in the course planning exercise in the autumn.

Applications will consist of a short statement by the applicant (**normally** not to exceed one page) setting out the current state of the applicant's ongoing research and/or scholarly agenda. (The Department will make a simple, online form available to facilitate the submission of this application).

Rather than simply listing activities, the statement should speak to the 'regular pattern' of activity, setting the present into the context of the previous six years. This might include, though not be limited to:

- The nature of the ongoing research programme or programmes structuring the work;
- The connection of present work to previous work;
- Plans for the future development of the programme, and;
- The way recent activities fit into that pattern.
- It may also provide an explanation for any break in the pattern of activity (eg: illness, pregnancy, parental leave, administrative appointments, etc.).

In the case of non-traditional research and outputs, the candidate's statement shall explain how such work would be considered a recognized and/or critically-appraised form of research activity and/or output. Together with the short application statement, applicants will provide a record of their research / scholarly / creative activities in terms of the four categories listed above, in particular the dissemination and plans for dissemination in terms of Category I above.

The Department Chair will confirm that requests for research-based teaching load reduction meet the departmental criteria.

If the application meets the criteria outlined above, the Chair will recommend to the Dean that the applicant be granted an 0.5FCE teaching load reduction for the subsequent academic year.

If the application is not considered to meet the criteria outlined above, the colleague will be informed in writing. Requests to have the decision reviewed shall be made in writing and will be referred to the Department's Tenure and Promotion Committee or to a committee struck for that purposes, depending on the wishes of the colleague requesting the review, for a final decision.

NOTE ON THE TRANSITION

A. THE INITIAL SPLIT YEARS — 2017-18 AND 2018-19

The application process for the two transition years, 2017-18 and 2018-19) will be conducted together in November 2016. If a colleague does not apply in the initial round in November 2016, or does not meet the criteria, they will be informed of their situation and will be given an opportunity to apply in September 2017 for the second year of the transition period.

The process will be as above, with the following changes to account for the transitional eligibility of only half the faculty each year:

- Applicants should indicate if they are planning to take 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 (they do not need to have a preference).
- Once the eligible colleagues have been identified, they will be allocated release in one of the two years by the following process:
 - Those with sabbatical in one of the two years will be allocated to the other year.
 - Those with a preference for either year will be allocated to that year.
 - If there are more colleagues who indicate a preference for one year than there are available releases, those indicating a preference for the **other** year will be allocated to their preferred year, and the number needed to balance will be allocated from those preferring the over-subscribed year based on curricular balance across the fields.
 - Those not indicating a preference will be allocated to the remaining places in one or both years in order to balance curriculum by field.

Finally, once the initial allocation for the two transitional years is complete, it will be checked for curricular balance and, with input from the Field Coordinators, may be adjusted by the Chair if necessary.