

St. Thomas University Policy Statement

Policy Name: Course Releases for Scholarly Endeavours, Adjudication of

Classification:

General Administration	_____
Academic	<u> X </u>
Unit	_____

Issued by: _____ **(Signature)**
Vice-President (Academic) **(Title/Authority)**

Date of Issue:

Policy:

"The Vice-President (Academic), in consultation with the Senate Research Committee, shall develop the criteria for adjudicating requests for course release." *Collective Agreement between St. Thomas University and the Faculty Association of St. Thomas, 2003-2007, (Article 17.04).*

For the purpose of administering this policy, the following definitions and criteria of evidence shall be applied:

Definition of Scholarly Endeavours

Scholarship for the purpose of this policy shall be understood to involve three key components:

1. The production of knowledge related to one's area of appointment: the creation, discovery, integration, critical analysis, performance, interpretation, artistic performance, and/or application of knowledge related to one's discipline, profession, or interdisciplinary endeavour.
2. Publication: the dissemination of one's research or scholarly work so that it is publically available.
3. Peer review: involves the exercise of judgement via a process of neutral, blind review and evaluation by experts or professionals in the discipline or area of artistic or scholarly endeavour.

Evidence of scholarship includes the following:

- i) Publication by a recognized publisher in print or electronic form including: books, textbooks, case studies, monographs, contributions to edited books, articles in refereed journals, and refereed papers at professional and scholarly meetings;
- ii) Recognition by one's peers including: appointment as an editor of a journal or scholarly publication to evaluate or referee the work of other scholars or artists;
- iii) Intellectual and/or creative contributions to an academic discipline including: designing, developing and conducting major research projects; success in obtaining research and publication funding; conducting contract and/or applied research from which a report, study or text results; developing computer software; commissions to create work of academic or artistic value; and creative and artistic works, productions, and performances related to an academic discipline.

iv) The scholarship of teaching consists of original and innovative thought and analysis related to pedagogy and/or learning that is disseminated publicly for peers to review, critically evaluate, and apply. Good teaching does not constitute the scholarship of teaching. Course release will not be awarded for course development.

Criteria for Adjudication of Course Release Applications

1. Departmental recommendation: An evaluation of the impact of the course release on the teaching requirements in the department. This recommendation should state which course the person would be released from and how the Department would cover the course.
2. Scholarly endeavour: Evaluation of the application in accordance with the above criteria of scholarship or scholarly endeavour.
3. Dissemination of results: The application clearly states the specific anticipated outcome in terms of the dissemination of peer-reviewed publication, juried performance, or other peer-reviewed scholarship.
4. Career development: how this proposed scholarly endeavour will assist in forwarding the applicant's scholarship over the coming years.
5. Previous research productivity: The applicant demonstrates clear outcomes of any previous course release.
6. Workload: An assessment of the applicant's need for a course release to pursue the proposed scholarly project.

Application Process

- Applications for course release under 17.04.4 shall be submitted in writing to the Department Chair by October 15.
- Applications, accompanied by the recommendation from the employee's department, shall be submitted by the Department Chair to the Chair of the Senate Research Committee by November 1 (17.04.6). The recommendation from the department shall take into account only the teaching requirements of the department (17.04.6).
- The Senate Research Committee will make its recommendations to the Vice-President (Academic) by the published deadline (17.04.8).
- The Vice-President Academic shall consider recommendations from the Senate Research Committee for course release under ARTICLE 17.04.4 and notify the applicants in writing no later than January 31.

The following information must be included in applications:

1. CV (3 pages maximum, **12pt type minimum**, detailing circumstances pertinent to the application).
2. Programme of research or scholarship that describes the purpose of the course release. (1 page)
3. A clear statement of the anticipated outcomes, such as anticipated date of submission and proposed publication. (1 page) Note: This statement should be as realistic as possible, for it will be taken into consideration in evaluating a subsequent course release.
4. When applicable, an outcome report of the previous course release with a copy of any published scholarly work. (1 page)
5. A clear statement of the anticipated workload in the coming year and the need for a course release to reduce that workload for the purpose of the scholarly endeavour proposed. (1 page)
6. Recommendation from the department: This recommendation is to be based solely on "the teaching requirements of the Department." It should thus provide an analysis and assessment of the Department's teaching needs in terms of curriculum and enrolments, from which course the professor is to be released, and what the potential impact of the release will be.

Course Release Report

A one-page report providing evidence of the outcomes of the course release shall be submitted to the Chair of the Senate Research Committee and the Vice-President (Academic) no later than six months after the end of the semester when the course release was taken.

*Policy Origin:

Vice-President (Academic) in consultation with the Senate Research Committee.

This policy was prepared by Dr. Patrick Malcolmson, Vice-President (Academic)

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