

Policy Number:	5003
Policy Title:	Scholarly Activity for Faculty
Approved by:	Academic Council
Approval date:	February 5, 2014
Effective date:	February 5, 2014
Review date:	August 13, 2021
Next review date:	August 13, 2025

Policy Statement

Scholarly inquiry, research, and dissemination of knowledge are essential to support the mission and mandate of University Canada West (UCW).

<https://www.ucanwest.ca/about/mission-goals>

UCW supports faculty who engage in a broad range of scholarly activities including discipline-based research, research related to teaching and learning and other scholarly activities that have value to the advancement of knowledge and to improvement of learning.

<https://www.ucanwest.ca/about/careers>

UCW places a priority for funding upon scholarship and research in the fields of study, teaching, and professional practice related to its programs while remaining open to supporting excellent scholarship in other areas:

1. Technology innovation and business
2. Accreditation agencies requirements
3. Applied research and programmatic research in curricula
4. Faculty careers

Purpose

The policy outlines:

- a. Responsibilities for academic administrators and faculty in stimulating and creating research and scholarly contributions.
- b. Guidelines for funding research and scholarly activities for faculty
- c. Integration of these activities into teaching and knowledge dissemination activities

Scope

The policy on Scholarly Activity for Faculty adheres to the University's policies on Academic Freedom (5007) and Research Ethics (5020).

- a. Full time faculty at UCW are required to engage in research and scholarly activities as part of their duties and responsibilities.
- b. Part-time faculty are also encouraged to pursue research and scholarly activities especially when their primary affiliation is with UCW.
- c. UCW recognizes that research and scholarly contributions will vary from one faculty to another, depending on qualifications, field of research, emphasis on teaching responsibilities, and stage of academic career.
- d. The range of scholarly activities at UCW includes discipline specific research; research and scholarship related to business or professional practice; and research and scholarship related to improvements in university teaching and learning.
- e. Full time faculty must submit written annual plans for scholarly activities to their Department Chair who will meet with individual faculty to discuss and agree upon their scholarship plans.
- f. The timing for submission of annual plans shall be determined by the Department Chair in consultation with the Vice President, Academic (VPA). Faculty will indicate the purpose of each research or scholarly activity, the intended impact and audience, and the form of distribution of their research.
- g. The VPA or delegate will meet with full-time faculty at least once a year to discuss achievement of research and scholarly plans.

The VPA will prepare an annual report for the Academic Council, as required by the Degree Quality Assurance Board, on scholarly achievements. Interim reports may be required for program and regulatory reviews (DQAB). Any scholarly activity that proposes to use human subjects must adhere to the University's Research Ethics Policy (# 5020). Copies of the Research Ethics Board approval must accompany applications for funding when relevant.

Funding for research and scholarly activities

To encourage research and scholarship, University Canada West may provide financial support for scholarly activities on a competitive basis. All faculty are eligible to apply for funding if they have taught in at least one term in the preceding six (6) months and have a current employment contract to teach at the University.

Applications for funding must be received at least two (2) months prior to the initiation of the scholarly activity. Normally, a maximum of one significant award may be made to any one faculty member in any one calendar year.

The applicant must provide a rationale for the funding as well as documentation regarding the actual and estimated costs associated with the request for funding, prior to receiving approval. Requests for funding may include:

- a. Seed money for the development of a larger research project application to other agencies, e.g., provincial/federal governments, granting agencies, foundations, corporations, etc.
- b. Full or partial funding for smaller research projects
- c. Conference travel, registration, accommodations and travel for conference presentations (primary focus), attendance, serving on a conference committee or panel, etc.

- d. Membership to a primary academic organization(s) related to the discipline and/or subscriptions
- e. Costs that directly support the creation and dissemination of research; for example, the purchase of research resources, tools and equipment; data gathering cost; editorial and publications costs; UCW research assistants; or outside research assistants (for major projects with a high potential for publication).

Funding Assessment Criteria:

The Committee and VPA will consider the following factors in determining successful applications:

- a. Merit of the scholarly activity in relation to the goals of the policy
- b. Appropriateness of the proposed timeline and probability that the objectives will be met
- c. Appropriateness of the requested budget and justification of proposed expenses
- d. Positive and tangible outcomes of the scholarly activity (e.g., peer-reviewed publications; peer-reviewed conference proceeding, or presentations; proposals to external funding agencies, performances, etc.)
- e. Scholarly and, if applicable, non-academic significance of the proposed project
- f. Status of the faculty member (full-time/part-time)
- g. Previous record of scholarship
- h. Potential for external funding
- i. Amount of funds available and amount received by the applicant in the past, and
- j. Level of collaboration with other UCW faculty and students; and other institutions and agencies.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Research	The pursuit of knowledge through systematic inquiry or examination; investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts, or practical application of such new or revised theories or laws (adapted from the Merriam- Webster Dictionary, retrieved 16 December, 2011 from http://www.merriam-webster.com/dictionary/research)
Scholarly Activity	UCW ascribes to the definition of scholarly activity that includes the following four dimensions: <ul style="list-style-type: none"> • scholarship of teaching, • scholarship of application, • scholarship of integration and scholarship of discovery (Boyer, 1990).

Applicable legislation

- N/A

Related policies

Policy Number	Policy Title
5007	Academic Freedom
5020	Research Ethics Policy

Associated procedure

Procedure Number	Procedure Title
5003p	Scholarly Activity for Faculty

Responsibility

The **Vice-President Academic (VPA)** is responsible for:

- a. promoting research and scholarship at the University, and for the planning, reporting, and assessment of the results at the institutional level.
- b. development and implementation of the policy on Scholarly Activity for Faculty.
- c. The VPA has final authority to approve requests for the funding of scholarly activities.

Department Chairs, Scholarly Activity Committee, and Research Ethics Committee are responsible for:

- a. providing assistance to the VPA in guiding, and encouraging faculty research, scholarly activity, and assessing faculty's scholarly activity application.

Faculty are responsible for:

- a. keeping their curriculum vitae up to date
- b. recording all scholarly activities
- c. reporting scholarly activities as requested for reports required by the government or external review panels.

Records related to the funding of scholarly activities will be kept by the Director, Strategic Academic Planning under direction of the VPA.