

Procedure Number:	5003p
Procedure Title:	Scholarly Activity for Faculty
Approved by:	Academic Council
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Review date:	-
Next review date:	August 13, 2025

1. Purpose

This Procedure is designed to support the Scholarly Activity for Faculty (5003) policy.

2. Definitions

2.1 Scholarly Activity: UCW ascribes to the definition of **scholarly activity** that includes the following four dimensions: scholarship of teaching, scholarship of application, scholarship of integration and scholarship of discovery (Boyer, 1990). Boyer defines scholarly and/or creative activities as including four different categories:

- a. The **scholarship of discovery** most closely aligns with traditional research that advances knowledge (publishing in peer reviewed forums; producing creative work; creating infrastructure for future studies).
- b. The scholarship of integration focuses on making connections across disciplines such as preparing a comprehensive literature review; writing a textbook for use in multiple disciplines; or collaborating with colleagues to design and deliver a core course. This includes activities that integrate knowledge, research and experience in creating outcomes for the NEXt GENERATION Innovation Hub.
- c. The **scholarship of application** focuses on using research findings to remedy societal problems and aids society and professions in addressing them. Examples include serving industry or government as an external consultant; assuming leadership roles in professional organizations or advising student leaders and fostering their professional growth. This work extends beyond the service duties of a faculty member to those within or outside the University and involves rigor and application of disciplinary expertise with results that can be shared with and/or evaluated by peers.
- d. The **scholarship of teaching and learning** (SOTL) sees teaching as a central component of scholarship. It involves the systematic study of teaching models and practices to achieve optimal learning. SOTL advances learning through classroom research; developing and testing instructional materials; mentoring graduate students; or designing and implementing a program level assessment system. It addresses the question of how teachers can improve their expertise in their fields, and how to develop pedagogical expertise an example being better ways to teach students or support learning. It also may examine the effectiveness of different pedagogies, such as active learning and problem-based learning. This work must be made public, made

available for peer review and critiqued according to accepted standards, and should be reproducible and extensible by other scholars.

3. Types of Funding

There are two types of funding, which follow guidelines of Policy No. 5003.

3.1 Scholarly Activity Award (up to \$1500): This award supports all aspects of Boyer’s model (1990). The related scholarly activities include but are not limited to:

Category A (substantial external validation of scholarly products or creative endeavors)

Type of Scholarly Activity	Evidence Required
Refereed (i.e., peer-reviewed) journal articles with UCW affiliation	(published in a recognized publishing house; may be paper or electronic journal; editorship of a book) or creative writing; juried exhibits or performances; awards or other special recognition for scholarly or creative works
Authored and edited peer reviewed books or textbooks with UCW affiliation	(published in a recognized publishing house) including documented work on a book or textbook; publication of photographs, works of art or screenplays
Book chapters with UCW affiliation	In a peer reviewed book
Funded external grants or research or program/service grants or documented work on that grant or research as PI or co-PI with UCW affiliation;	e.g., a year-end report, interim/yearly report, or a research report evidence of a major external research grant (e.g., SSHRC, NSERC, CIHR)
Publication of a case study	Copy of published case study e.g., in Ivey, Harvard Publishing etc.
Full-text paper in prominent conference proceedings	Conference proceeding agenda or acceptance letter

Category B (some external validation)

Type of Activity	Evidence Required
Submission of work for scholarly publication with UCW affiliation	Documentation of submission
Presentations at international, national or regional meetings or proceedings	Abstract submitted and meeting/conference acceptance email for presentation
Invited addresses, keynote speeches or presentations at international, national or regional professional and scholarly meetings	Documentation must make these presentations accessible to reviewers; published proceedings from conferences would be appropriate
Submission of an external grant application	Documentation of submission
Non-refereed publication, technical reports, case briefs, formal report for industry or government, policy documents; non-juried exhibits or	Documentation

Type of Activity	Evidence Required
performances, participation in competitions such as being a judge in case competitions, investor panels etc.	
Case studies developed for classroom use	Copies of case studies
Documented work on a funded external or internal grant	Documentation (can be counted once)
Receipt of an award for scholarship, creative endeavor and/or professional development	Notification of award
Review (book, article, other) published in an appropriate publication	Letter or email accepting review; copy of published review
Significant progress on a research project (fieldwork, data acquisition, analysis, planning) and/or specified outputs (e.g., drafts, evidence of submissions)	Documentation - this progress can only be counted once (for one evaluation year)
Development of innovative teaching materials/strategies Production of videos for instruction (does not include recordings of class lectures for LMS)	Copy of materials Video links

3.2. Knowledge Mobilization (Presentation) fund: This fund supports discovery and integration aspects of Boyer’s model (1990). This grant can be used to fund knowledge mobilization (presentation) activities, namely, to travel to a conference or to organize a knowledge mobilization activity such as a conference or workshop.

4. Eligibility

4.1 UCW faculty members are eligible to apply for the Scholarly Activity Fund.

5. Responsibilities

5.1. A faculty member must submit an application including a one-year scholarly activity plan for funding to the related department chair.

5.2. The Chair is responsible for reviewing the application and assigning it to the relevant committee.

5.3. Faculty members will indicate the purpose of each research or scholarly activity, the intended impact and audience, and the form of distribution of their scholarly activity.

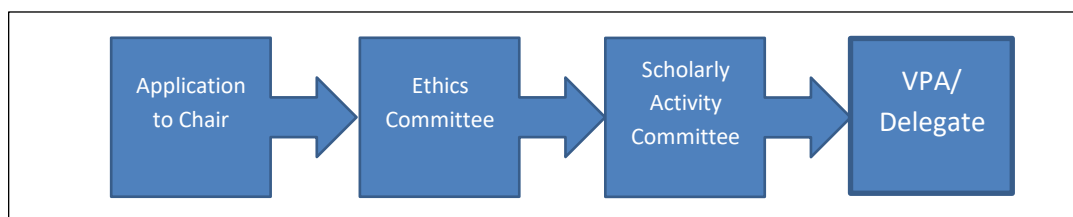
5.4. Any scholarly activity that proposes to use human subjects must adhere to the University’s Research Ethics Policy (5020). Copies of the Research Ethics Committee approval must accompany applications for funding where relevant.

5.5. The Scholarly Activity Committee will review the application and make a recommendation to the Vice President Academic (VPA). The VPA makes the final decision.

- 5.6. The VPA will: (a) approve, (b) approve contingent on modifications, (c) reject, or (d) defer applications for future action.
- 5.7. The VPA will communicate the decision in writing to the applicant within 30 days of receiving the application with the recommendation from the Scholarly Activity Committee. In cases of approval with modification, rejection or deferral, the communication will indicate the reasons for the VPA's decision along with any additional information required to complete action on the application. The approval decision will be documented with a copy on the faculty member's file.

6. Regulations and Procedures

6.1. Scholarly Activity Award procedure map can be found below (for more details see appendix A):



- 6.2. The Knowledge Mobilization (presentation) fund is allocated each year by UCW administration to encourage faculty members to participate in scholarly activities such as research and conference presentations. Applications for funding shall include a statement of how this activity would contribute to the university and should be submitted to the related department chair along with supporting documentation (notice of acceptance, conference invitation, estimated budget, etc.). If eligible and complete, applications will then be forwarded to the Scholarly Activity Committee for consideration. Application forms will be available from the Program Assistant and from MyUCW. They should be completed with reference to these funding criteria (Section 3).
- 6.3. Faculty members are encouraged to apply for the Knowledge Mobilization (presentation) fund to offset costs associated with registration fees, accommodations, meals, and/or travel to a conference or public presentation for which the applicant has been accepted as a presenter representing UCW. Funds will be granted only to applicants who are presenting or otherwise participating in the proceedings, as evidenced by the conference program or schedule.
- 6.4. Full or partial travel awards may be granted. A unique application must be generated for each conference for which funding is requested. The maximum amount of funding for any one conference will be \$1500. Reimbursement of actual expenses incurred will be made only upon submission of all related receipts subsequent to event attendance.

7. Funding Assessment Criteria

The Scholarly Activity Committee evaluates each application based on “Funding Assessment Criteria” that is stated in Policy 5003 and reflected in the below weighted schema:

Criteria	Description	Weight
Alignment	Alignment with the goals of Policy No. 5003 and funding criteria	20%
Appropriateness	Appropriateness of the proposed outcomes, timeline, probability of meeting objectives, and budget. (E.g., category A outcomes has more weight than Category B)	20%
Significance	Scholarly and, if applicable, non-academic significance of the proposed project to different stakeholders such as UCW, faculty, students, community, academia etc. For instance, collaboration potential with external and/or internal members and potential for external funding can be examples.	20%
Benefits	The benefit to individual, student and/or institution (e.g., increasing the reputation of UCW, involving UCW students, etc.)	20%
Previous record of scholarly activity	Based on last 3 years UCW annual evaluations. New faculties receive full points and part time faculties will be assessed based on their last 3 years scholarly activities in their CVs.	20%

8. How to apply

- 8.1. Complete the application form
- 8.2. Check the application form for details on all required supporting documents.
- 8.3. Submit your application and supporting documents to the related department chair.
- 8.4. You will be notified of the results by email.
- 8.5. You must submit a final scholarly activity report by email to Director, Strategic Academic Planning after the end date of the award, describing:
 - 8.5.1. Research products resulting from these Award (this may include traditional academic outputs such as peer-reviewed articles, books, conference presentations, etc.).
 - 8.5.2. The number of undergraduate and graduate students and others (e.g., research technicians) supported by this award.
- 8.6. You will be contacted by the Director, Strategic Academic Planning when this report is required.

9. Funding payment and Report

- 9.1. The Scholarly Activity Award will be paid after VPA/Delegate approval and before completion of the proposal.
- 9.2. The Knowledge Mobilization (presentation) fund will be reimbursed when the approved expenses have been incurred. The applicant must submit an expense reimbursement claim, along with a report to the VPA, before the expenses will be paid.
- 9.3. All Knowledge Mobilization (presentation) applicants receiving funding must submit final reports, or other requirements, or both (including a financial statement of expenditures) in a timely manner (no later than two months after the presentation). Subsequent applications will not be considered until the required documentation has been submitted.

9.4. Any over-expenditure will be the responsibility of the applicant. Approved funds may be used only for the purposes indicated in the approved application and may not be diverted to other types of expenses.

9.5. Faculty members who receive Award or funding and subsequently leave the university may have to repay the University where the activities funded have not been completed as approved.

Related policies

Policy Number	Policy Title
5003	Scholarly Activity for Faculty

Reference

Boyer, E. L. (1990). [*Scholarship reconsidered: Priorities of the professoriate*](#). Princeton, N.J: Carnegie Foundation for the Advancement of Teaching.

Appendix A: Process maps

