



Policy Title:	Scholarly Activity for Faculty Policy
Policy Number:	2016

1. Policy Statement

Scholarly inquiry, research, and dissemination of knowledge are essential to support the mission and mandate of St. Matthew's University (SMU). The University supports faculty members 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. The University places a priority for funding upon scholarship and research in the fields of study, teaching, and professional practice related to its programs of study while remaining open to supporting excellent scholarship in other areas.

2. Purpose

The policy outlines the responsibilities for academic administrators and faculty members in stimulating and creating research and scholarly contributions. It also includes guidelines for funding research and scholarly activities for faculty.

3. Scope

The policy on Scholarly Activity for Faculty will adhere to the University's policies on Academic Freedom and Research Ethics.

Full time faculty members are required to engage in research and scholarly activities as part of their duties and responsibilities. Part-time faculty members are also encouraged to pursue research and scholarly activities especially where their primary affiliation is with SMU. The University recognizes that research and scholarly contributions will vary from one faculty member to another, depending upon qualifications, field of research, emphasis on teaching responsibilities, and stage of academic career. The range of scholarly activities at the University 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.

Full time faculty members must submit written annual plans for scholarly activities to the appropriate Dean who will meet with individual faculty members to discuss and agree upon the scholarship plans. The timing for submission of annual plans shall be determined by the Dean in consultation with the Chief Academic Officer (CAO). Faculty members will indicate the purpose of each research or scholarly activity, the intended impact and audience, and the form of distribution of their research.

The CAO will meet with the Deans at least once a year to discuss achievement of research and scholarly plans. The CAO will prepare an annual report to the Senate on scholarly achievements. Interim reports may be required for program and regulatory reviews.

Any scholarly activity that proposes to use human subjects must adhere to the University's Research Ethics Policy. Copies of the Research Ethics Board approval must accompany applications for funding where relevant.

Full time faculty must identify the University as the organization of affiliation when presenting or publishing results of scholarly activities and must acknowledge any funding received where appropriate. Part-time faculty who has received funding from the University or have been supported in other ways by the University must acknowledge the University as the organization of affiliation, where appropriate, and/or acknowledge the funding or support received by the University.

Full and part time faculty members must keep their curriculum vitae up to date and report scholarly activities where required by the University.

The priority for funding will be on research that has significant potential for publication including books, book chapters and well-recognized scholarly journals; or for demonstrated impact on professional practice.

Research and scholarly activities may be supported through funding or, in some cases, approved substitution for teaching requirements.

4. Funding for research and scholarly activities

To encourage research and scholarship, the University may provide financial support for scholarly activities on a competitive basis. All faculty members 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, before receiving approval. Requests for funding may include:

- Seed money for the development of a larger research project application to other agencies, e.g., provincial/federal governments, granting agencies, foundations, corporations, etc.;
- Full or partial funding for smaller research projects;

- Conference travel, registration, accommodations and travel for conference presentations (primary focus), attendance, serving on a conference committee or panel, etc.;
- Memberships to a primary academic organization(s) related to the discipline; and or subscriptions; and
- Costs that directly support the creation and dissemination of research; for example, the purchase of research resources, tools and equipment; editorial and publications costs; or research assistants (for major projects with a high potential for publication).

When the approved expenses have been incurred, the applicant must submit an expense reimbursement claim, along with a report to the Dean and the CAO on the results of the scholarly activity, before the expenses will be paid.

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.

Faculty members who receive funding and subsequently leave the university may have to repay the University where the activities funded have not been completed as approved. The Dean and the CAO will consider (but not be limited to) the following factors in determining successful applications:

- Merit of the scholarly activity in relation to the goals of the policy;
- Positive and tangible outcomes of the scholarly activity (e.g., presentations, proposals to external funding agencies, publications, performances, etc.);
- Status of the faculty member;
- Previous record of scholarship;
- Potential for external funding;
- Amount of funds available and amount received by the applicant in the past; and
- Level of collaboration with other faculty at SMU and from other institutions and agencies.

5. Definitions

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

Word/Term	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)

Scholarship	The University ascribes to the definition of scholarship that includes the following four dimensions: scholarship of teaching, scholarship of application, scholarship of integration and scholarship of discovery (Boyer, 1990).
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6. Responsibilities

The Chief Academic Officer (CAO) is responsible for promoting research and scholarship at the University, and for the planning, reporting, and assessment of the results at the institutional level.

The CAO is responsible for the development and implementation of the policy on Scholarly Activity for Faculty.

The CAO has final authority to approve requests for the funding of scholarly activities.

Deans are responsible for providing assistance to the CAO in guiding, and encouraging faculty research and scholarship, and assessing faculty scholarship.

Faculty members are responsible for keeping their curriculum vitae up to date recording all scholarly activities; they must also report 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 Academic Program Coordinator under the direction of the CAO.

A faculty member must submit an application for funding to the appropriate Dean or Associate Dean.

The appropriate Dean will review the application and make a recommendation to the Chief Academic Officer (CAO). The CAO makes the final decision.

The CAO will: (a) approve, (b) approve contingent on modifications, (c) reject, or (d) defer applications for future action.

The CAO will communicate the decision in writing to the applicant within 30 days of receiving the application with the recommendation from the Associate Dean. In cases of approval with modification, rejection or deferral, the communication will indicate the reasons for the CAO'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.

All persons 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 beyond the expiration date of the funding). Subsequent applications will not be considered until the required documentation has been submitted.