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| Policy Name | Faculty Release Time Awards |
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Committee on Research and Publications

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| DOC # | CRP.POL.007 |
| Title | Faculty Release Time Awards |
| Document Type | Policy |
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Overview:

The Committee on Research and Publications receives applications for Release Time Awards to be granted by the University in early April. The number of awards granted is determined by the Collective Agreement between Mount Saint Vincent University Board of Governors and Mount Saint Vincent University Faculty Association. Each RTA will grant the recipient release from a half credit course teaching for the explicit purpose of conducting research. Release Time Awards will be granted through a competition adjudicated by the Committee on Research and Publications. The competition is open to full-time faculty members who hold a peer-reviewed external grant during the period for which release time is requested. Competitions will be held in April of each year, to be taken up in the following fall or winter semester. Release Time Awards may only be applied to research activities.

1. Rationale for the Program

Research is a core component of faculty engagement with the University. As stated in the University's Strategic Plan, MSVU recognizes the value of research and scholarly activities. In order to support faculty members in carrying out their research, MSVU provides a program of release time for external grant holders. The purpose of a Release Time Award is to provide faculty with additional time to conduct grant-funded research.

MSVU supports grant holders because a) research is a critical function of faculty engagement with the University, as stated in the University Strategic Research Plan, and b) those holding externally funded research grants contribute to the resources available for all faculty research at the University, as Tri-Council funds also enhance internal funding opportunities.

2. Policy

- MSVU will grant release time to eligible faculty. The objectives of making such awards are:
 - to support the continuation of high quality externally funded research on campus
 - to maximize the ability of faculty to conduct research.
- Release time awards may only be used for research activities.
- Release time will be granted through a competition adjudicated by the Committee on Research and Publications, to which full-time faculty members holding externally funded research grants awarded through a peer review process are eligible to apply. Competitions will be held in April

of each year, to be taken up the following academic year. Successful applicants will be granted release time equivalent to a half credit course.

3. Eligibility

The competition is open to full-time faculty members who can confirm that they are external grant holders during the period of release time. Further, applicants must consult with the relevant Dean and Department Chair of their academic department to ensure agreement for time release and to request letters of support for the application.

All criteria being met, priority will be given to an MSVU principal investigator or MSVU co-applicant of an externally funded research grant awarded through a peer review process, with MSVU as the primary administering university. In the event that an MSVU principal investigator and an MSVU co-applicant on the same grant intend to apply for a Release Time Award, only one may hold a Release Time Award at a time.

The award held must be an externally funded research grant, and not a contract* or any other type of funding.

Applicants who may already be on reduced teaching loads due to research responsibilities, such as Canada Research Chairs, are not eligible to apply for an RTA.

4. Application Procedure

A complete application consists of one electronic copy of the application ([CRP.FORM.011 – Release Time Award](#)).

Applications that are incomplete will not be adjudicated.

5. Valuation and Adjudication

Peer review of scholarship in an externally funded research grant is assumed. Committee members will adjudicate only on an assessment of the benefits that release time would have for an applicant and MSVU. The criteria for merits of the applications will be paramount in the decision, although efforts will be made to ensure a balance of awards across disciplines. Applications will be rank-ordered on the basis of the following criteria:

- a detailed description of the role of the applicant on the research project, including what the applicant proposes can be achieved with release time,
- the significance of release time to the applicant's future external funding prospects,
- the applicant's track record of external grant success,
- the complexity and scale of the externally funded research grant (for example: multi-partner, community-engaged, complex design and logistics)
- the applicant's record of research scholarship, dissemination, and publishing,

All other factors being equal, candidates who have not previously held a Release Time Award will be given priority.

6. Definitions

Grant - A grant is "non-proprietary financial support for research and research related activities." Applicants may hold an external research grant from any source.

***Contract** – Contracts are "binding agreements in which the sponsor may acquire ownership or proprietary rights to the results."¹

COMPLETE APPLICATIONS MUST BE RECEIVED AT THE RESEARCH OFFICE BY 4 PM, APRIL 5th (if this date falls on a weekend or holiday, the deadline will be 4pm the next business day.)

¹ Definitions are from Research Services of the University of Calgary.