
Faculty Research Release Pool

Academic Operations Manual

Approving Authority: SJU Senate Council

Established: May 23, 2025

Date of Last Review/Revision:

Office of Accountability: Vice President Academic and Dean

1 Introduction

Per the Collective Agreement (Full-time Unit), the Committee on Research and Scholarship (CRS) manages an annual budget. From that budget, the Committee may award a portion in Additional Professional Development funding, a portion in Aid to Scholarly Publications Funding, and then a portion to Faculty Research Grant funding. Additionally, the CRS adjudicates the Faculty Research Release Pool (FRRP), which potentially makes available a certain number of course credits each academic year. The number of course credits may vary from year to year in accordance with the Collective Agreement and, under certain conditions, may also be augmented by unspent funds from the CRS's budget.

2 Policy Statement

This policy provides parameters to govern the FRRP application and adjudication processes and applies to all decisions made by the CRS regarding the FRRP.

3 Scope

The FRRP is intended to provide teaching relief to eligible faculty members in support of research activity. Eligibility to make an application to the FRRP is based on criteria established by the Senate Council of St. Jerome's University in accordance with the terms of the Collective Agreement (Full-time Unit). All applicants must comply with the guidelines established by the University of Waterloo's Office of Research Ethics (ORE).

4 Procedures

The CRS shall follow the procedures below in adjudicating FRRP applications.

- 4.1 Applicants must complete the FRRP Application Form (Appendix A) and submit it, along with their current CV, to the Vice President Academic and Dean by 20 October of the competition year.

- 4.2 The CRS must prioritize applications according to the principles of equity, access, and fairness. This means that applicants who have not received a FRRP course credit recently shall be given first consideration over those who have. In cases where all applicants have received FRRP course credits, priority shall be given to those who received their course credits the longest ago.
- 4.3 In evaluating two-year FRRP applications, the CRS shall award the second-year portion in rarity.
- 4.4 In determining whether an application shall be successful, the CRS shall apply the following criteria:
 - 4.4.1 Quality of Research Plan: the CRS shall consider the viability and likelihood of success of the applicant's Research Plan as submitted on the Application Form.
 - 4.4.2 Track Record: the CRS shall consider an applicant's CV relative to career progression and any accompanying evidence submitted with the application, along with any prior progress reports (see 4.6).
 - 4.4.3 Historic Workload: As per the Collective Agreement, the CRS may also consider prior teaching reductions with respect to research, as well as overall teaching load. Additionally, the CRS may consider historic workload with respect to service.

The CRS must, in such cases, be mindful that service and teaching loads vary greatly across disciplines, and that applicants have contractual rights to reduced teaching loads that cannot be used to discriminate for future research plans. Such discrimination would violate the principles of equity, access, and fairness outlined in 4.2. For example, it would be unfair to prioritize a faculty member who has historically taught large numbers of students in a discipline that deploys objective assessments (e.g., multiple-choice tests) over one who teaches fewer students in writing-intensive courses. Likewise, it would be unfair and inequitable to count a recent sabbatical, heavy service load, contractual course reduction, or medical leave against an applicant. For those reasons, while the CRS may consider historic teaching and service loads, it must do so with caution.

- 4.5 The CRS shall complete its adjudication of the FRRP and the Chair shall notify applicants of the results by 20 November.
- 4.6 Within sixty (60) days of completion of the term in which a FRRP recipient applies a course credit, the recipient shall submit a brief report to the Vice President Academic and Dean and to the Chair of the CRS. This report shall summarize the outcome of their work relative to their Research Plan, noting any completed deliverables. FRRP recipients who fail to submit a final report shall not be considered for future FRRP course credits until such time as this is done.