

## AA47 Scholarly Activity

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2022-06-08
Date Last Reviewed:	2023-06-28
Date to Complete Mandatory Review:	2028-06-28

### PURPOSE

Algonquin College is committed to creating an engaged academic workplace that values professors' professional development and growth. All full-time professors teaching in degree programs are expected to actively engage in scholarly activities and the College must facilitate this requirement. This policy is intended to support professors teaching in degree programs and academic administrators in meeting the commitment to scholarly activity.

### SCOPE

This policy and related procedures apply to all full-time professors teaching in degree programs at Algonquin College. While the primary application of this policy is to degree programs subject to review under the Postsecondary Education Quality Assessment Board (PEQAB) standards and benchmarks, it may be extended to collaborative degree programs offered by Algonquin College and another postsecondary institution, as applicable. This policy precludes an individual taking a full or partial leave of absence to embark on paid employment external to Algonquin College. For information on leaves of absence, see HR02 Professional Development Leave and HR16 Leave of Absence for Personal Reasons.

### DEFINITIONS

Word/Term	Definition
Degree	Bachelor's Degree conferred by Algonquin College as approved by the Government of Ontario through the Ministry of Colleges and Universities.
Postsecondary Education Quality Assessment Board (PEQAB)	An Ontario agency that makes recommendations to the Ministry of Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.
Scholarly Activity	*Subject to critical review and allowing use/exchange by other members of the scholarly community". This may include, but is not limited to:  "Publishing and/or reviewing professional publications in their fields;

Participation and/or presentations at provincial, national, and international conferences, competitions, or exhibitions in their fields;  
 Engagement within the scholarship of pedagogy in their fields;  
 Participation in regulatory and accrediting association workshops, degree audits, or related work in their fields;  
 Engagement in basic and/or applied research, labour market research, and/or related industry needs assessments;  
 Application of conceptual knowledge to current practice in their fields, such as reports to industry or consulting work;  
 Creative contributions to their fields through exhibitions or related forms;  
 Development of case studies in their fields."\*

\*Definition is quoted directly from the [Postsecondary Education Quality Assessment Board Manual for Ontario Colleges: 4 Year Degrees 2022](#)

## POLICY

1. Professors are encouraged to engage with a variety of scholarly activities on a regular basis to ensure currency in their field and pedagogy.
2. Priorities and scheduling of professors' scholarly activity are managed annually by the Academic Administrator and in discussion with degree program professors. Time for engagement in scholarly activity should be considered as part of annual workload planning.
3. Professors must provide a plan for their scholarly activity for discussion of release time with their Academic Administrator. This plan should be reviewed on an annual basis.
4. Release time for participation in scholarly activity may vary dependent on the type and scope of activity but will not exceed the equivalent of eight complementary hours per week per academic term. Scholarly activity may also occur in the professor's non-teaching period, for which a Standard Workload Form (SWF) would not normally be issued. Scholarly activity may also be considered as part of the ten days of professional development leave outlined in the Academic Employees Collective Agreement based on agreement of the professor and their Academic Administrator.
5. The costs associated with release time are managed by the home department/School. Funds may be reimbursed to the department through internally-funded research opportunities, as available and applicable.
6. Additional time may be allocated in the case of external funding grants, where release time is funded through the grant. Support for accessing and managing external grants is provided by the Office of Applied Research, Innovation, and Entrepreneurship.
7. Scholarly activity will be documented in the professor's Curriculum Vitae for the purposes of degree consent and degree consent renewal processes. The College may request information on professors' scholarly activity for the purposes of degree program consent/consent renewal, showcases, reports, and celebrations of professor activity, and may document scholarly activity in a central repository for these purposes.
8. The application of this policy will be in accordance with the Academic Employees Collective Agreement, including ten professional development days per year and sabbatical allotments, and related College policies.

## PROCEDURE

	Action	Responsibility
1.	<b>Scholarly Activity Plan</b>	
1.1	Develop a plan for scholarly activity to be undertaken. The plan should clearly identify the scope and type of scholarly activity, milestones and timeline for completion, funding requirements and sources, as applicable, internal and/or external partners, and expected outcome/product of the scholarly activity. Other components can be included as necessary. Consult with the Office of Applied Research, Innovation and Entrepreneurship as required.	Professor
1.2	Review the plan and discuss. A mutual agreement to workload must be reached.	Academic Administrator / Professor
1.3	Allocate time on the professor's SWF, as necessary, and as mutually agreed.	Academic Administrator
2.	<b>Reporting</b>	
2.1	Review and revise the plan as part of regular workload discussion and in alignment with the agreed upon milestones and timeline.	Academic Administrator / Professor
2.2	Document scholarly activity on the Curriculum Vitae for inclusion in degree consent and/or consent renewal applications, or other activities as described in the policy.	Professor

## RELATED POLICIES

HR02: Professional Development Leave

## RELATED MATERIALS

Postsecondary Education Quality Assessment Board Manual for Public Organizations (including Ontario Colleges) 2022: <http://www.peqab.ca/Handbooks.html>

Academic Employees Collective

Agreement: <https://www.algonquincollege.com/hr/labourrelations/collective-agreements/>

[Degree Professor Curriculum Vitae Guide](#)