

## Guidelines for Reassigned Time for Externally Funded Research and Scholarship 31 August, 2022

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*Mount Royal University fosters excellence in undergraduate education enriched by research and scholarship for knowledge generation, application and positive change.*

### Strategic Research and Scholarship Plan

**Strategy 2.1.** Increase the availability and effective distribution of internal research and scholarship funds.

Related actions:

- Create guidelines and allocate funding to provide the matching support, where required or expected, on individual and team grant applications (for example, on Tri-Agency grant applications).
- Support for new faculty or faculty changing their work pattern. The planning for new Teaching, Service and Scholarship (TSS) faculty should include mechanisms to support research and scholarship (e.g., reassigned time or start-up funds as appropriate).
- Reassignment for scholarly intensification at critical times in a faculty member's career (e.g., new faculty, acquisition of a large grant or project, requirement to complete a significant project). The strategic use of reassigned time will be optimized to provide opportunities for faculty requiring more time for research and we will develop clear guidelines for the granting of reassigned time.

### Background.

These guidelines are provided as a starting point for discussion. There is significant variability arising from grant type, project intensity, career stage, etc. **The ability to provide course reassigned time is a function of budget availability. This document does not imply the automatic award of course reassignment for any external award.** Faculty members must discuss the timing of their teaching requirements with their Chair and Dean. Additional time for scholarly activity may be available through rearrangement rather than, or in addition to, course reassignment.

Faculty members on the Teaching, Scholarship and Service work pattern are expected to engage in a program of scholarship that meets the expectations of their academic rank within the context of their discipline and as defined by the Institutional and Faculty Promotion and Tenure Guidelines. Scholarship encompasses research, creative and artistic work. All of these forms of scholarship are valued equally at MRU. This reflects the diversity of the academic pursuits of faculty, and of their contributions to knowledge. Scholarship may be based within or across disciplines. *Reassigned time is a mechanism to recognize a need to go beyond the*

*normal expectations for scholarship to fulfill the requirements of an externally funded scholarly project.*

The guidelines are to be applied in accordance with reassignment time for non-instructional activities as outlined in the Collective Agreement between The Mount Royal Faculty Association and The Board of Governors of Mount Royal University for scholarly and artistic activity.

The Collective Agreement stipulates: “14.9.1.1 The maximum reassigned time available for an individual Full-time or Limited-term Employee from List A is normally 96 scheduled instructional course hours per academic year. The limit of 96 scheduled instructional course hours may be exceeded only where the excess over 96 is entirely funded from external sources, whether or not all or part of the 96 scheduled instructional course hours is also funded from external sources. “External sources” means funds from non-University sources or credit-free areas.”

**Guidelines.**

Funding Reassigned Time for Tri-Agency (or similar) Grant Funded Research and Scholarship:

- a full-time faculty member who is the principal investigator on a research grant funded by a national granting agency (such as SSHRC, NSERC, CIHR), or a provincially or internationally-funded research grant of similar or greater prestige, is eligible to receive internal support for a 1 course reassignment in teaching load per year for the term of the award;
  - the allocation of course reassignment will alternate between the Office of Research Scholarship and Community Engagement (ORSCE) and the Faculty as per the alternating schedule below:

Year 1	Year 2	Year 3	Year 4	Year 5
ORSCE	Faculty	ORSCE	Faculty	ORSCE

- course reassignment will generally be considered only for awards with a minimum total value of \$30,000;
- when feasible, a full-time faculty member who is a co-investigator on a Tri-Agency research grant holding a portion of those grant funds at Mount Royal University, may be eligible to receive 1 course reassignment in teaching load where the minimum total value of the grant held at another institution is \$50,000;
- a full-time faculty member holding 2 or more Tri-Agency grants will normally only be awarded 1 course reassignment per year with respect to those funds.

Funding Reassigned Time for Externally Funded (non-Tri-Agency) Research and Scholarship.

- faculty members are encouraged to build reassigned time (calculated as the replacement cost for a contract instructor) into the budgets of external grant applications where such cost is an eligible expense.

## **Procedures.**

- ORSCE, upon notification of a successful Tri-Agency grant application, will contact the faculty member and their Dean notifying them of the potential for a course reassignment in Year 1 funded through ORSCE. The timing of notification is contingent upon Tri-Agency schedules.
- the faculty member must discuss with their Chair and Dean the timing of the course reassignment and inform ORSCE.
- ORSCE Finance will work with Faculty Finance to transfer funds for the course reassignment.
- for planning purposes ORSCE will provide Faculties with an annual course reassignment commitment report.
- in Year 2 and 4, the faculty member will work with their Chair and Dean to determine the List A course reassignment.
- in Year 3 and 5, ORSCE will repeat the process outlined above, subject to the availability of funds.