

External Research Grant Holders - Reduction of Instructional Load

Guidance Document for Faculty

The Office of Research, Scholarship and Community Engagement (ORSCE) has had a formal approach to reassigned time for external grant holders at MRU since 2022. Most recently, the Collective Agreement (CA) 2024-2028 includes Article 14.8.4:

14.8.4 A Full-time Employee ¹who is a principal investigator on a research grant funded by a national granting agency such as the Tri-Agency, or a similar provincial, national, or international entity, may request a reduction of instructional load for up to three (3) consecutive Academic Years. This reduction may be longer, in consultation with the Dean.

14.8.4.1 The application shall be made to the Dean within one month of grant confirmation. The application shall outline the requested reduction of instructional load and may include a work plan outlining the activities to be undertaken in lieu of the assigned instructional load.

14.8.4.2 The Dean shall provide a written decision to the Full-time Employee within one month of receiving the request. If the request is denied in full or in part, the Dean shall include a rationale as part of the written decision.

Process

1. During the grant application stage, the faculty member discusses with their Dean or Vice/Associate Dean Research (subject to approval of the Dean) the potential for a reduction of instructional load should the application be successful. Please see Standard Guidelines below.
2. Faculty member receives notification of successful funding for a national or similar grant via email from the Director ORSCE with AVP RSCE, Dean and Vice or Associate Dean copied.
3. Within one month of grant confirmation, the faculty member will email their Dean, and/or Vice Dean as their delegate, with their requested reduction of instructional load and may include a work plan outlining activities to be undertaken in lieu of the assigned instructional load.
4. The Dean/Vice Dean communicates the plan for reduction in instructional load with the AVP RSCE to confirm available funding.
5. The Dean/Vice Dean shall provide a written decision to the Full-time Employee within one month of receiving the request including whether and when the Employee must apply for List A. If the request is denied in full or in part, the rationale shall be included as part of the written decision.
6. The Dean or Vice Dean Research will communicate with the faculty member's department Chair (or Chairs in the case of cross appointments) regarding load reduction timing and financial support to the department.

Standard Guidelines

¹ Full-time Employee: a Tenured, Tenurable, or Conditional Tenurable Employee. A Full-time Limited-term Employee may be eligible pending funding alignment with term of employment.

Guidelines are applied at the discretion of the Dean. There is significant variability arising from grant type, project intensity, career stage, etc. **The ability to provide reduction in instructional load is a function of budget availability. This document does not imply automatic award for any external grant.**

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.”

- Eligibility:
 - 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
 - normally awards with a minimum total value of \$50,000, with the exception of one-year SSHRC Partnership Engage (PEG) and Connection grants which ORSCE will provide funding for if the Dean approves.
 - when feasible and at the discretion of the Dean, 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 a reduction in instructional load where Faculty criteria are met;
 - in cases where the original award is extended with funding, the principal investigator may request of the Dean/Associate/Vice Dean additional reduction of instructional load to match the period of the funded extension. This award is subject to the availability of funds. A reduction in instructional load is not provided for non-funded extensions (ie. automatic extensions eg. PEG grants)
 - a full-time faculty member holding 2 or more Tri-Agency or similar external grants will normally only be awarded 1 course reassignment per year with respect to those funds. Deans may also consider the reduction of instructional load from other sources with respect to the execution of this article.
 - Funding Reduced Instructional Load 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. Faculty members must request approval for the reduction to instructional load from their Dean/Vice Dean at the application stage where the budget is developed and as the RAF is created in ROME0.

- The schedule for the reduction in instructional load is NOT adjusted due to leave including sabbatical.