

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Guidelines for Assigning Research Workload Beyond Tenure	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Full Faculty Oct 23, 2000
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Introduction

The October 2000 approved workload policy of the Faculty of Health states that the normal expectation of any untenured member of faculty is a 40:40:20 workload (40% teaching, 40% research, and 20% administration and other activities). Tenured faculty members are assigned workload accordingly on an individual, rather than pre-determined, basis. Research workload may range from 0% - 80%. Research workload is granted on the basis of performance and this is measured on the basis of research activity.

It is the aim of this document to aid primarily tenured faculty members in their efforts to increase or sustain their research productivity through the appropriate assignment of percent of workload allocated to research. The research productivity of members is demonstrated through their contributions to the growth of knowledge in their field and its dissemination, their role in furthering research activities at Dalhousie University, and their contributions to the knowledge acquisition of students.

For the purpose of this document, research is defined as:

"original investigation undertaken in order to gain knowledge and understanding."

(*Research Assessment Exercise in 2001 - Guidance on Submissions RAE 2/99: www.niss.ac.uk/education/hefc/rae2001/2_99.html*).

The following definition of research productivity is based on the Dalhousie University Collective Agreement between the Board of Governors and the Dalhousie Faculty Association and is defined as:

Involvement in consistent peer-reviewed activities within the framework of a research program that increases knowledge and understanding, the generation of appropriate partnerships and resources, the improvement of

scholarly or professional competence, and the improvement of teaching (Collective Agreement 17.17).

The Dalhousie University Collective Agreement states that "it is the responsibility of Members to make the results of their research or scholarly activities available when appropriate for review and assessment...", and that "research carried out under contract may be considered as evidence of the Member's scholarly activity or reputation, and it will be assessed as research if the results of the work are available to others and meet acceptable standards of scholarship as judged by peers" (CA 17.19). Activities, therefore, are assessed in relation to these objectives and take into account the quality, not merely quantity of such activities (Collective Agreement 17.17).

Despite the variety of research undertakings within the Faculty of Health and the challenging nature of assessing these activities, it is possible to arrive at research activity indicators that relate to an individual's research program and that may be applied to assign research workload mindful that research productivity is not necessarily assessable annually but often requires a review of research activities over a period of several years. It is important to note that this document does not address the application of the indicators themselves, i.e., the procedure by which workload is assigned, but rather provides the kind of indicators to be used.

Two sets of indicators are identified: those relating to research development which signal promise for future research, and those related to research productivity, i.e., realized outcomes of research. The two sets of indicators are outlined below.

Indicators of Research Development

- a) Relationship development (establishing networks, appropriateness of networks to overall program of research)
- b) Partnership development (partnerships and cooperative arrangements initiated, existing, and concluded, i.e., building and collaborating with external partners to advance research, to move research to policy or both)
- c) Mentoring other investigators on resource acquisition
- d) Grant submissions (how many re-submissions, which agencies/companies, appropriateness of funding agency in relation to overall program of research)
- e) Organizing presentations, symposia (being discussant, facilitator, organizing content, conference/symposia theme)

Indicators of Research Productivity

- a) Peer-reviewed grants (e.g., awards from international, national or provincial funding agencies; amount and duration)
- b) Other peer-reviewed grants (e.g., local awards, amount and duration)

- c) Investigator status (e.g., Principal investigator, Co-Principal investigator, co-investigator, collaborator, member of research team, explain if other)
- d) Contracts (indicate appropriateness of contract work in relation to overall program of research; amount and duration)
- e) Other research funding (source; amount and duration)
- f) Peer-reviewed publications (full citation, indication of journal impact, if applicable)
- g) Non peer-reviewed publications (proceedings, authoring proceedings, books, chapters, electronic [World Wide Web], manuals, methods, book reviews [national, international] scholarly and professional reports)
- h) Contribution to publications (for all publications, indicate substantial contributions to conception and design or analysis and interpretation of data; to drafting the article or revising it critically for important intellectual content; and on final approval of the version to be published. [Note: Participation solely in the acquisition of funding or the collection of data does not justify authorship].)
- i) Peer-reviewed presentations (e.g., oral, poster, invited panelist, at local, regional, national or international level)
- j) Other scholarly products (e.g., software, patents)
- k) Non peer-reviewed presentations (e.g., oral, poster, invited panelist, at local, regional, national or international level)
- l) Public dissemination (media requests, interviews, industry, community)
- m) Impact of scholarly output (awards and honours received, editor awards, requests for reprints, methods, where reviewed, graduate student achievements)
- n) Extent and quality of senior honours and graduate student thesis advising
- o) Research-related training of junior faculty and research staff
- p) Activities as peer reviewer (review panels, external reviewer, editorial board)

Scenarios of Percent of Research Workload Allocation

Below are five illustrations or scenarios of how the research activity indicators may be used to distinguish different percentages of research workload . These are examples only.

Low percentage of research workload: No national/other peer reviewed funding, contract or other scholarly funded project; One or two annual presentations at regional or national conferences per year; Less than one scholarly peer-reviewed publication per annum; Participation as a reviewer for two-four scholarly applications or publications per annum; Can identify at least one research partner and collaborates with that partner to the extent that at least one funding application or peer reviewed publication is submitted per annum. (Research workload 0-20%)

Low/Moderate percentage of research workload: at least one provincial peer reviewed funded grant every three years, at least one presentation at a regional/national conference every two years, one published article published every two years, a collaborator/member of research team on a national research grant submitted by a colleague. (Research workload 20-35%)

Moderate percentage of research workload: At least one national peer reviewed funded multi-year grant, contract, or other scholarly funded project in progress. Two scholarly peer-reviewed publications on average per annum. At least two annual presentations at regional or national conferences. Mentoring of graduate students, and supervision of at least one research staff. Member on editorial or review board for scholarly publications or applications (provincial or national level). Potential for research development indicated by funded or submitted projects that include development of research partnerships with some partners beyond the Faculty of Health or Dalhousie University. Unfunded projects are at pilot stage with identifiable plans for funding or in-kind support. (Research Workload 35-50%)

Moderate/High percentage of research workload: At least one provincial/national peer reviewed funded multi-year grant every three years, 2-3 peer reviewed publications on average per annum, receives invitation to present at one peer reviewed national or international conference presentation every two years, active in mentoring of research staff/students, co-investigator on a nationally peer-reviewed research grant led by a colleague, some peer review activities at the national level. (Research workload 50-65%)

High percentage of research workload: Leadership as an investigator on more than one national peer reviewed funded grant, contract, or other scholarly funded project in progress simultaneously. Three or more scholarly peer reviewed publications on average per annum. Mentorship of graduate students, post-doctoral students, and supervision of more than one research staff. More than two annual presentations at national or international conferences, with some presentations by invitation. Leadership as chair or member on national peer review research funding committees or editorial board. Involved in national/international research network by way of projects that include multiple partners and multi-sites, or which demonstrate linkages for funding, in-kind support, data collection, and peer reviewed and/or non-peer reviewed dissemination of results. (Research workload 65-80%)