



FACULTY SCHOLARLY ACTIVITY APPLICATION



UFV SCHOLARLY ACTIVITY APPLICATIONS CRITERIA FOR ASSESSMENT

“Scholarship creates something that did not exist before that is validated and communicated to others: new understanding in the minds of students, new knowledge about ourselves and our universe, new beauty that stimulates the senses, new insights, and new technologies and applications of knowledge that can benefit humankind.” C. J. Weiser.

Scholarly activity funding and releases are intended to allow faculty to develop their intellectual interests, and to permit them the time to pursue scholarship. Faculty members should be free to pursue a wide range of interests, and therefore it is not possible to predict all the activities that might fall under the umbrella of scholarly activity. Below are some broad criteria that the Scholarly Activity Committee will use in assessing applications, followed by some examples of activities that likely would and would not be funded.

CRITERIA FOR ASSESSING SCHOLARLY ACTIVITY APPLICATIONS

1. Proposals must demonstrate that the scholarly activity will develop the intellectual interests of faculty, and that the release will permit them the time to pursue work related to their intellectual goals.

Faculty must be encouraged to pursue a wide range of interests. A proposed activity, however, should be demonstrably related to a larger, overall plan of development or course of study, and should relate to both previous activities and future goals.

If, for example, someone proposed to write poetry there should be some previous experience with writing poetry, some accounting of how the writing of poetry fits into longer term goals, and some relationship between the writing of poetry and the discipline or intellectual field of the applicant.

2. **Proposals must demonstrate that the scholarly activity will have value to a broader community, whether that community be intellectual, public, or institutional.**

The proposal should indicate how the results of the scholarly activity will be disseminated, for example through a journal article, a book or chapter, an article for the public, a technical report, a Web site, a conference presentation, a video, a gallery presentation, etc.

3. Proposals should indicate the practicality, feasibility and probability of successful completion.

This does not mean that the results of the scholarly activity will necessarily be those expected or desired, but rather that the activity will have taken place. If there are doubts about the practicality of a proposal, the Committee will consider these in ranking, and perhaps discuss

them with the applicant. The Committee should feel confident that the project can be accomplished in a competent manner in the way and in the time proposed.

The Committee will examine the track record of the applicant. Anyone who has had previous scholarly activity funding or educational leaves should provide evidence of having completed the activity.

4. Proposals should include a description of how the applicant intends to demonstrate successful completion of the activity.

This information will be used both for ranking the proposal, and for determining whether successful completion has occurred. At the end of the funded period or shortly thereafter, or in whatever time is proposed by the applicant, documents supporting the applicant's claim to have completed the activity will be reviewed by the Committee.

It is assumed that there might be mitigating factors, and that the character of an activity may change over the funded period, and that these factors will not necessarily be held against an applicant on subsequent applications.

5. Proposals should supply documentation supporting the scholarly merit of the proposal, addressing the above criteria.

Examples of such supporting documentation include but are not limited to letters of support from scholars in the field, research partners, or departmental colleagues.

6. Where applicable, proposals must include evidence that the activity conforms to UFV's Research Ethics policy and/or any relevant guidelines for research in the social sciences, humanities or sciences (for example, the SSHRC Guidelines for Research on Human Subjects.)
7. Proposals must indicate that copies have been circulated to the Dean and the applicant's department head.
8. In the event the number of acceptable applications exceeds the available funding, preference will be given to applicants who have not received funding from this source in the past year.

WHAT KINDS OF ACTIVITIES ARE ELIGIBLE FOR SCHOLARLY ACTIVITY FUNDING?

While in most cases a faculty member's pursuit of scholarly activity will indirectly benefit UFV and its departments, scholarly activity funding is not intended to be used as administrative release to accomplish projects for departments or UFV services. However, if such a project includes a substantial element of intellectual growth or scholarship, then it likely will be eligible for scholarly activity release.

Below are some examples of activities, with an indication of **whether or not** they would be suitable for scholarly activity funding.

- Preparing a course that is new to UFV.
- Preparing a course that is new to the individual.
- “Translating” a course from one medium to another. (For example, taking a course that has been offered in the classroom and turning it into an online offering.)
Probably not, unless there is evidence that the project will also involve scholarship and intellectual growth for the applicant. The applicant should apply to the Dean for an administrative leave.
- Research that will lead to the publication of a scholarly article or text, or a presentation at a scholarly or professional conference.
Most likely yes, assuming the above criteria are addressed and met.
- Research projects with the community.
Yes, if there is evidence of scholarship, and the above criteria are met.
- What about ongoing research or projects, that will not be completed within the leave period?
Until the faculty “research option” is fully funded, ongoing projects will definitely be considered by the Committee. Once the research option is fully operational, this will be reviewed.
- Course work, theses or dissertations?
Most likely not. These should be funded and supported through Professional Development funds and Educational Leaves.
- If I have received funding from an outside agency that has already allowed me to reduce my workload, am I still eligible for a Scholarly Activity release?
That will depend on a number of things including the conditions of the granting agency and UFV's ability to make arrangements to cover you. Be sure to include the letter from the granting agency in your application, along with the amount of funding you have received or expect to be given and the number of sections from which you have already been or

expect to be released.

**UNIVERSITY OF THE FRASER VALLEY
FACULTY SCHOLARLY ACTIVITY PLAN
Application for Scholarly Activity**

Please complete all relevant sections as applications will not be processed unless all information requested below is provided.

Section I

Name _____ Position _____ Division _____

Seniority Date (Y) _____ (M) _____ (D) _____

Time Period For Activity: From: (Y) _____ (M) _____

To: (Y) _____ (M) _____

RELEASE

or

GRANT (up to a maximum of the equivalent of one section)

PLEASE CIRCLE ONE OF THE ABOVE

Section II

STATEMENT OF OUTSIDE FINANCIAL SUPPORT (if applicable)

Source: _____ Amount: _____

(Please supply a copy of the approval notice or letter received from the funding agency, and indicate whether you have had or will have a workload reduction as a result of this funding.)

Section III

LAST PROFESSIONAL SCHOLARLY ACTIVITY UNDERTAKEN

Activity: _____ Started: (Y) _____ (M) _____ (D) _____

Completed: (Y) _____ (M) _____ (D) _____

Section IV

ACKNOWLEDGMENT OF DEPARTMENT/PROGRAM HEAD

Signature: _____ Date: (Y) _____ (M) _____ (D) _____

ACKNOWLEDGMENT OF SENIOR ADMINISTRATOR

Signature: _____ Date: (Y) _____ (M) _____ (D) _____

SIGNATURE OF APPLICANT

Signature: _____ Date: (Y) _____ (M) _____ (D) _____

Section V

DATE RECEIVED BY SCHOLARLY ACTIVITY COMMITTEE _____

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Section VI

DESCRIPTION OF SCHOLARLY ACTIVITY

PRINCIPLE 1: PROPOSED ACTIVITY

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Section VII

PRINCIPLE 2: VALUE OF ACTIVITY TO BROADER COMMUNITY

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Section VIII

**PRINCIPLE 3: PRACTICALITY, FEASIBILITY AND PROBABILITY OF
SUCCESSFUL COMPLETION**

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**DESCRIBE HOW YOU INTEND TO DEMONSTRATE SUCCESSFUL
COMPLETION HAS OCCURRED.**