POLICY AND PROCEDURE FOR THE PANUSKA COLLEGE OF PROFESSIONAL STUDIES

Policy Name: Release Time for Scholarship

Effective Date: April 1, 2013

Modified:

POLICY

Release Time for (unfunded) Scholarship may be granted by the Dean for the purposes of 1) manuscript writing and submission; or 2) grant writing and submission. It is understood that research usually involves collaboration with other investigators. To qualify for release time, the relevant faculty member must play a significant role in the writing of the manuscript or the development and writing of the research proposal. Release time will not be granted for the preparation or data acquisition phase of an unfunded research project.

A manuscript must be submitted to a peer-reviewed journal for consideration or a grant proposal must be submitted to a granting agency during the academic year (or the subsequent summer if there is a summer submission date) that the release time is granted. A variance from this time-frame must be pre-approved by the Dean. Failure to submit the agreed upon manuscript or grant proposal within the expected time frame will impede the faculty member’s ability to apply for release time in subsequent academic years.

A research presentation at a conference will not meet the requirements of this policy. Release time will not be granted to supervise student research. However, a manuscript submission that is co-authored with a student(s) may qualify.

This policy does not apply in the case of funded research.

Faculty may petition for an exception to this policy with compelling justification (see procedure below). An exception to this policy requires approval of the Dean of PCPS.

PROCEDURES

Proposal Submission
In order to request release time for scholarship a faculty member must submit a proposal for either 1) a specific paper that he/she will submit to a specific journal by the end of the academic year, or 2) a specific grant proposal that he/she is going to submit to an agency for funding. Proposals must follow the format in Appendix A. (It is understood that the title of the paper/grant is likely to evolve and the journal could change from what was originally proposed. What is important is that the proposed deliverable is produced during the academic year in which release time was awarded or other pre-approved time frame.)
Deadline for Release Time Requests
Release time for the upcoming academic year must be requested by April 1 of the preceding academic year. Approved release time will be included in the faculty assignment for the upcoming year.

Reporting
By April 1 of the academic year in which release time was awarded, the faculty member must submit documentation from the journal or the granting agency that a manuscript or grant proposal was received by the entity. Thus, the Report from the subsequent year should be submitted at the same time as the request for the upcoming academic year. If the grant submission deadline falls during summer term, the faculty member must submit the documentation of submission no later than 15 days before the first day of classes of the subsequent fall term.

Procedure to Petition for Exception to Release Time for Scholarship Policy
Faculty may petition for an exception to specific elements of this policy. For example, a faculty member proposing to write a book instead of a manuscript may petition to be eligible for release time for production of this scholarly product. Likewise, when the production of a scholarly product is likely to take more than 2 semesters, a faculty member may petition for a longer period in which to submit their scholarship for peer review.

Petitions for exception for this policy must be submitted in conjunction with the “Request for Release Time for Scholarship” (Appendix A below). The petition must take the form of a separate cover letter that 1) clearly articulates the nature of the exception being requested; 2) provides a compelling justification as to why an exception should be made in this particular case.
Appendix A: REQUEST FOR RELEASE TIME FOR SCHOLARSHIP

Today’s Date:__________________  Academic Term Release Time is Requested:__________
Faculty Member:____________________________  Royal ID:__________________
Faculty Signature:______________________
Chair’s Approval:____________________________

MANUSCRIPT
Title (draft):______________________________________________________________
Co-Authors and affiliations: ________________________________________________
________________________________________________________________________
Your specific role in research & writing:
________________________________________________________________________
________________________________________________________________________
Journal (spell out): ________________________________________________________
Anticipated submission date:____________________
________________________________________________________________________

GRANT
Title (draft):______________________________________________________________
Co-Investigators and affiliations: _____________________________________________
________________________________________________________________________
Your specific role in grant development and & writing:
________________________________________________________________________
________________________________________________________________________
Granting Agency:___________________________________________________________
RFP or Program #:________________________________________________________
Submission due date:________________________