

**DEPARTMENT OF HISTORY (LA&PS)  
ANNUAL RESEARCH RELEASE PROGRAM (RRP)**

[passed unanimously, Department of History Council, 3 November 2016]  
[with amendment of clause 8.2.7, passed unanimously, Department of History Council, 17 November 2016]

**PREAMBLE**

- 1) The Department of History's annual Research Release Program (RRP) is consistent with Article 18.15 of the York University-YUFA Collective Agreement.
- 2) All eligible faculty members in the Department should expect to qualify for a course release.
- 3) The Department acknowledges that factors mitigating research activity (e.g., parental leave, illness, administrative position(s)) will be considered in favour of the applicant. Where such mitigating factors exist, a faculty member may include in her/his application one (1) extra year of past research activity, i.e., seven (7) years rather than the six (6) stipulated in Procedures #2, below.
- 4) The Department recognizes that junior colleagues, especially in the probationary period prior to tenure, will not normally have as many tangible research outcomes as senior tenured colleagues. Just as SSHRC places less weight on published works in evaluating applications from "emerging scholars", so the Department will not necessarily expect a probationary colleague to have established an extensive record of research achievement, but will expect him/her to be in the process of building one. This factor will be taken into account when applications from colleagues prior to tenure are being evaluated under the annual RRP.

**PROCEDURES**

- 1) The annual call for submissions for the RRP will take place each year during the Winter Term.
- 2) Eligible faculty members will be invited to submit a CV and a brief statement (maximum one page) that outlines their current and ongoing research projects and highlights research activities during the previous six (6) years, in line with the Department's criteria for the RRP, by May 1. (For the purposes of the RRP, each year will run from May 1 to April 30.)
- 3) The Departmental Chair will review all applications and make recommendations whether a Research Release is to be granted for the academic year that commences fourteen (14) months after the Departmental deadline for RRP submissions.
- 4) The Chair's recommendations will then be reviewed by the Department's Research Release Review Committee (RRRC), composed of five (5) tenured and/or probationary faculty members of the Department, which will also take responsibility for reviewing any application from the Department Chair, making a recommendation whether a Research Release is merited. When the Chair's recommendation about an application from a member of the RRRC is being reviewed by the RRRC, that member must recuse himself/herself from the discussion by leaving the room. If the

RRRC are not convinced by the recommendation of the Chair in any individual case, the Chair and RRRC will review the application in question and render a decision jointly. In cases where the recommendation is not to award a release, the faculty member will be informed of the reason(s) in writing by the Department Chair (or by the RRRC in the case of an application from the Department Chair). If a faculty member is not satisfied with the decision, s/he may appeal in writing to the Dean.

- 5) The Department Chair will send all positive recommendations to the Dean by June 30. If the Dean does not accept a particular recommendation, the procedures outlined in Article 18.15(c) of the YUFA Collective Agreement will be followed.

## **CRITERIA**

- 1) The Department of History continues its traditional recognition of peer-reviewed publications as the principal method of assessment, in line with the Department's criteria for Tenure and Promotion.
- 2) At the same time, the History Department recognizes the need for inclusive rather than restrictive evaluation in History. It acknowledges the diversity of the discipline and values the contributions to the profession of those areas outside of publishing which give members of the department standing in the estimation of their peers and colleagues.
- 3) The History Department continues to recognize the importance of excellence in scholarship, giving due consideration to quality in terms of publicly disseminated work. This will be taken into account by the Chair and the RRRC in making decisions under the RRP.
- 4) It also recognizes and places high value on the contributions to the profession made by candidates who create and sustain the infrastructure which makes research and publication possible through such activities as serving as journal editors or as members of adjudicating committees of major grant-funding agencies, for example.
- 5) Furthermore it recognizes those areas of contribution which serve to popularize the discipline by widening the access to its scholarly productions beyond the walls of the academy and with the potential to make contributions to public awareness and public policy.
- 6) Single-authored contributions are highly valued as they have been traditionally, but the Department is also cognizant of the fact that collaborative work is increasingly becoming an important engine for the expansion of the frontiers of knowledge. The Department recognizes the merits of quality collaborative work in its assessment.
- 7) Research activities encompass a range of activities, and meaningful indicators of such activities may include, but are not restricted to, the following:

YUFA Collective Agreement Article 18.15 categories	Meaningful indicators
i) Dissemination of research in the form of peer-reviewed (or critically reviewed) publications and/or creative/scholarly activities	<ul style="list-style-type: none"> <li>• Dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of peer-reviewed (or critically reviewed) single-authored or co-authored monographs, edited volumes, textbooks, journal articles, book chapters, encyclopaedia entries, or electronic publications.</li> <li>• Presentation of peer-reviewed or invited papers at local, regional, national or international academic and non-academic seminars, conferences, and other meetings.</li> <li>• Work as Editor of a scholarly journal or as Guest Editor of an issue of a scholarly journal.</li> <li>• Dissemination/publication of academic research within and/or beyond the profession in the form of a Public History project.</li> <li>• Curation of an exhibition.</li> <li>• Production of a film or video.</li> <li>• Creation and launch of a new Digital Humanities project.</li> </ul>
ii) Applications for external grants as well as successful external grants awarded	<ul style="list-style-type: none"> <li>• Application or co-application for and/or receipt of external grants and other funding (from various agencies outside York University) for research projects.</li> </ul>
iii) Evidence of on-going research activity that is reasonably expected to result in dissemination of research outcomes and/or scholarly/creative activity as in (i) above	<ul style="list-style-type: none"> <li>• Research and/or writing that are reasonably expected to result in the future in the submission and dissemination of peer-reviewed (or critically reviewed) single-authored or co-authored monographs, edited volumes, textbooks, journal articles, book chapters, encyclopaedia entries, or electronic publications.</li> <li>• Graduate student training, especially primary supervision of a Ph.D. thesis or M.A. Major Research Paper, but also supervisory committee membership, leading to the</li> </ul>

	<p>successful completion of a Ph.D. thesis.</p> <ul style="list-style-type: none"> <li>• Dissemination/publication of non-refereed single-authored or co-authored journal articles, book chapters, edited collections, encyclopaedia articles, monographs, textbooks, or electronic publications.</li> <li>• Organization or co-organization of local, regional, national or international workshops, colloquia, conferences, etc.</li> </ul>
<p>iv) Other creative/scholarly activities</p>	<ul style="list-style-type: none"> <li>• Publication of book reviews in scholarly or other journals.</li> <li>• Work as an Associate Editor or Book Review Editor of a scholarly journal.</li> <li>• Application or co-application for and receipt of internal research grants (for example, LA&amp;PS research grants or internal SSHRC research grants).</li> <li>• Application or co-application for and/or receipt of external grants and other funding (from various agencies outside York University) for holding conferences, colloquia, workshops, etc. and for publications, etc.</li> <li>• Chairing, or membership on, the Adjudicating Committees of funding agencies and foundations, book awards committees, etc.</li> <li>• Consulting and/or curation for outside agencies or groups and writing texts for exhibitions.</li> <li>• Ongoing curation of Digital Humanities projects, websites, etc.</li> <li>• Formal peer-review and mentoring of members of the profession (assessing and commenting on various types of publications, conference proposals, grant applications, T&amp;P files, programme evaluation, etc.).</li> </ul>

The Chair will take into account all these and other factors laid out in a faculty member's RRP statement in determining whether she/he may be deemed to have been involved over the past six years in a regular pattern of research/scholarly/creative activities as defined by the norms of the discipline of History.

8) In reviewing applications, the Chair and the RRRC shall take the following factors into account:

8.1. The Chair will normally give greatest weight to research activities in the twelve (12) months prior to the application, but given the fluctuating cycle of research activities that is typical of History as a discipline (with certain years devoted to archival or other research rather than to the dissemination/publication of results of that research), s/he will also take into consideration research activities over the previous SIX (6) years (or the previous SEVEN (7) years in special circumstances of the kind outlined above in Preamble #3). This is based on the understanding that the unpredictability of publication outlets, conference scheduling, graduate supervision and public history events means that “bunching up” of output markers in a single year is a common phenomenon in the discipline of History. Moreover, it is frequently the case that historians undertaking long-term, high-impact projects that require intensive research see years in which no output markers appear at all. In addition, early career researchers and faculty members coming off of administrative, parental and medical leaves are less likely to see output markers in the year previous to the application for a research release.

8.2. If a faculty member demonstrates that s/he has engaged in at least one of the following research activities in the year prior to each annual RRP exercise, s/he will **automatically** qualify for a 0.5 course Research Release:

- 8.2.1. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of a peer-reviewed (or critically reviewed) single-authored or co-authored **monograph** or **a monograph that includes translation and commentary on primary documents or a critical edition of a text or texts**.
- 8.2.2. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of a peer-reviewed (or critically reviewed) edited or co-edited **volume of essays** on a defined topic.
- 8.2.3. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of a peer-reviewed single-authored or co-authored **textbook**.
- 8.2.4. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of one substantial peer-reviewed (or critically reviewed) single authored or co-authored **journal article** or **book chapter** OR two (2) shorter peer-reviewed or critically reviewed single authored or co-authored journal articles or book chapters.
- 8.2.5. The dissemination/publication of academic research within and/or beyond the boundaries of the profession of one or more peer-reviewed (or critically reviewed) substantial **encyclopaedia entries**.

- 8.2.6. The dissemination/publication of academic research within and/or beyond the boundaries of the profession in the form of a single-authored or co-authored **electronic publication**, which may be analogous to, but is not limited to, a journal article in digital format or a substantial contribution to one or more Digital Humanities projects.
- 8.2.7. The primary **supervision** and successful completion of two (2) **Ph.D. theses** or eight (8) **M.A. Major Research Papers**, or membership of eight (8) **supervisory Ph.D committees**, or a combination of these (e.g., one Ph.D. thesis primary supervision + four M.A. MRPs). The supervision and production of Ph.D. theses and M.A. MRPs is essential to the dissemination/publication of academic research, as recognized in the sciences in which such projects would be considered and counted as co-publications between a graduate student and supervisor. A 0.5 course Research Release based on this criterion will be awarded for the year after that in which these supervisory credits accumulate to the level indicated at the start of this clause, as long as s/he demonstrates that s/he is actively engaged in at least one (1) other research activity listed above in categories (i), (ii), (iii) or (iv) in the year an application is made using this clause as the rationale for gaining a 0.5 course Research Release.
- 8.2.8. The presentation of two (2) peer-reviewed or invited **papers** at local, regional, national or international academic and non-academic seminars, conferences, and other meetings.
- 8.2.9. Editorial work as the **Chief Editor** or **Guest Editor** of a scholarly journal, leading to the dissemination/publication of academic research within and/or beyond the boundaries of the profession.
- 8.2.10. Dissemination/publication of academic research within and/or beyond the profession in the form of a **Public History project**.
- 8.2.11. The curation of an **exhibition**.
- 8.2.12. The production of a **film or video**.
- 8.2.13. The creation and launch of a **Digital Humanities project**.
- 8.2.14. An application or co-application for, and/or successful receipt of, an **external grant** or other funding (from various agencies outside York University) to support a research project.
- 8.3. Since in the discipline of History the dissemination/publication of a peer-reviewed (or critically reviewed) single-authored or co-authored **monograph** (including a monograph that includes translation and commentary on primary documents or a critical edition of a text or texts) represents a highly superior demonstration of research activity, the dissemination/publication of such a work shall qualify a faculty member for a Research Release in each of the subsequent FIVE (5) years following the appearance of the work, so long as s/he demonstrates that s/he is actively engaged on a research project in each of the five subsequent years.

- 8.4. Since the dissemination/publication of a peer-reviewed (or critically reviewed) single-authored or co-authored **edited volume** represents a superior demonstration of research activity, the dissemination/publication of such a work shall qualify a faculty member for a Research Release in each of the subsequent **THREE (3)** years following the appearance of the work, so long as s/he demonstrates that s/he is actively engaged in a research project in each of those three subsequent years.
- 8.5. The successful receipt of a **SSHRC or other major external research grant** shall qualify a faculty member for a Research Release in each of the years of the original term of the grant.
- 8.6. In cases where the various scenarios adumbrated in points #8.2, 8.3, 8.4 and 8.5 above do not apply, in light of the fluctuating cycle of research activities typical of the discipline of History (see point #8.1 above), a faculty member will qualify for a Research Release if s/he provides adequate evidence for ongoing research over the previous **SIX (6)** years through a combination of research activities as defined in Categories (i), (ii), (iii) and (iv), listed in point #7, above, and provides an effective description of his/her ongoing research programme. Faculty members with on-going research activity that is reasonably expected to result in dissemination of research outcomes should expect to receive a research release. In this case, the **minimum threshold** for gaining a Research Release may be achieved in a variety of ways, including, but not limited to, the following:
- 8.6.1. four contributions in Category (i) and/or Category (ii) over a six-year cycle;
  - 8.6.2. a combination of contributions in Categories (i), (ii), (iii) and/or (iv) over a six-year cycle. This threshold may be achieved in a number of ways, including, but not limited to, the following: (a) an average of two (2) contributions in Categories (iii) and/or (iv) per annum over a six-year cycle; or (b) a combination of two (2) contributions in Categories (i) and/or (ii) and six (6) in Categories (iii) and/or (iv) over a six-year cycle; or (c) a combination of three (3) contributions in Categories (i) and/or (ii) and four (4) contributions in Categories (iii) and/or (iv) over a six-year cycle.
- 9) It is understood that, as outlined in Art. 18.15(e), the review of a faculty member's research activities does not require that s/he demonstrate engagement in all the research activity indicators listed in Point #7, Categories (i), (ii), (iii) and (iv) to qualify for a Research Release.
- 10) The Chair and RRRC should remain mindful that the various activities mentioned in Points #7 and #8 are intended to be examples of meaningful indicators of research

activities; in adjudicating applications, the Chair and RRRC shall also take into account all other indicators included by faculty members in their applications for the RRP.

- 11) In evaluating applications, the Chair and RRRC will give extra weight to demonstrably excellent scholarship, giving preference to quality over quantity and, where appropriate, rendering otiose the sample minimum thresholds outlined above in #8.6. The Chair and RRRC will also take into full account situations where a major ongoing research project involves greater than normal research activities without immediate outputs and situations where a faculty member has been involved in a higher than normal level of graduate supervision (especially primary supervision, but also in combination with membership of multiple supervisory committees).
- 12) Eligible probationary faculty members in the professorial stream who are not in receipt of a teaching load reduction under the terms of their initial appointment will automatically receive a 0.5 course research-based teaching load reduction under this Program in each of the first three (3) years of their probation.

#### **NOTE ON THE TRANSITION (2017-18 AND 2018-19)**

- 1) The application process for the two transition years, 2017-18 and 2018-19 will be conducted together in Fall Term 2016.
- 2) Applicants should indicate if they are planning to take sabbatical in either of the two years, so that they can be placed into the pool for the other year.
- 3) Applicants should indicate if they have a preference for one year over the other (they do not need to have a preference).
- 4) Once eligible colleagues have been identified, they will be allocated release in one of the two years by the following process:
  - a) Those with sabbatical leave in one of the two years will be allocated to the other year.
  - b) Those with a preference for either year will be allocated to that year.
  - c) If there are more colleagues who indicate a preference for one year than there are available releases, those indicating a preference for the other year will be allocated to their preferred year, and the number needed to balance will be allocated from those preferring the over-subscribed year based on curricular balance across the fields.
  - d) Those not indicating a preference will be allocated to the remaining places in one or both years in order to balance curriculum by field.