

RESEARCH, SCHOLARLY, AND ARTISTIC WORK POLICY

Responsibility of	Research Office (Provost, Dean of the College, Dean of the Seminary)
Review by	Research Office
Approved by	Faculty Senate September 2016
Revision history	Started August 2014, September 2016, May 15, 2025
Next Review	2030

POLICY OVERVIEW

This policy outlines the process involved for research, scholarly activity and artistic work.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all Briercrest College and Seminary faculty.

POLICY STATEMENT

Briercrest College and Seminary pursues excellence in research, scholarly activity and artistic work, viewing these activities as essential to the realization of its mission and to the betterment of our learning community and society. Excellence in these domains is pursued in all areas of academic study found at Briercrest College and Seminary. The Research Office is composed of the Provost, Dean of the College and Dean of the Seminary.

PROCEDURES

1.0 Course relief for Research, Scholarly, and Creative Purposes

BCS faculty member may apply for course relief for research or artistic work purposes in two manners.

1.1 External Funding:

Any faculty member who receives external funding may “buy out” courses at a rate determined by the Dean of the College or the Dean of the Seminary.

1.2 Application for Course Relief:

Permanent faculty may apply for course relief of up to one course per year for research, scholarly, or artistic work purposes. Research, scholarly and artistic work may include the following:

- Research and writing for an article, edited collection, or monograph in process or anticipated. The production of peer-reviewed research is given priority over non-peer reviewed research;
- Organization of an academic conference or other scholarly event at Briercrest;
- Projects that foster interdisciplinary or cooperative learning research networks at BCS and/or within the broader academic community;
- Projects that advance the integration of teaching and research;
- The preparation and performance of a significant artistic or creative work that will reach a wide public audience;
- The establishment of research institutes/centres or research groups at BCS;
- Other research-oriented or scholarly projects deemed significant by the BCS Deans Council.

The criteria by which the Deans Council will judge the application for course relief includes the following:

- The strength of the research, scholarly, or creative work proposal;
- The potential for publication or public dissemination of the research, scholarly, or creative work;
- The potential of the proposal to advance the research and scholarly mission of the institution;
- Previous research or creative work achievement;
- Previous or anticipated sabbaticals;
- Previous course relief given;

- The solicitation and/or realization of external funding in support of the research or creative work proposal;
- Departmental capacity. Typically, no more than one faculty member in an academic discipline may receive a course relief in an academic year;
- The stage of the faculty member's career. Faculty members early in their career and established scholars will receive priority;
- A maximum of three course reliefs will be granted per academic year across the institution.

Faculty members with administrative appointments are not eligible for course relief.

The process by which a faculty member can apply for **Course Relief** is as follows:

1. Faculty must submit applications for course relief by **December 1** for the next academic year;
2. Applications may be submitted here:
<http://www.jotform.ca/BriercrestResearchOffice/CourseRelief>
3. Adjudication of applications for course relief will be determined by the Deans Council.
4. Faculty members will be required to carry out previous commitments to students, department duties, and committee work.

2.0 Competitive Research Fund

The Deans Council has an annual budget allotted for competitive research funding (CRF). Any faculty member (including those on provisional contracts) may apply for research funds in any amount up to or less than the CRF budget. If the applicant is successful, the actual funds allotted may be in any amount up to or equal to the funds requested.

2.1 Application for Competitive Research Funds:

Faculty members may apply for CRF in any amount. Research, scholarly and artistic work may include the following:

- Research and writing for an article, edited collection, or monograph in process or anticipated. The production of peer-reviewed research is given priority over non-peer reviewed research;
- Organization of an academic conference or other scholarly event at Briercrest;
- Projects that foster interdisciplinary or cooperative learning research networks at BCS and/or within the broader academic community;
- Projects that advance the integration of teaching and research;

- The preparation and performance of a significant artistic or creative work that will reach a wide public audience;
- The establishment of research institutes/centres or research groups at BCS;
- Other research-oriented or scholarly projects deemed significant by the BCS Research Office.

2.2 Criteria for Adjudicating Competitive Research Fund Applications:

The criteria by which the Deans Council will judge the application for course relief includes the following:

- The strength of the research, scholarly, or creative work proposal;
- The potential for publication or public dissemination of research, scholarly, or creative work resulting from the CRF;
- Previous research, scholarly, or creative work achievement;
- The potential of the proposal to advance the research and scholarly mission of the institution;
- The solicitation of external funding in support of the research or creative work proposal;
- Presentation of detailed budget that demonstrates appropriate use of funds.

Faculty members with administrative appointments are not eligible for Competitive Research Funding.

The process by which a faculty member can apply for **CRF** is as follows:

1. Faculty must submit applications for Competitive Research Funding by **May 15** with their Professional Development Plan;
2. Applications may be submitted here:
<http://www.jotform.co/BriercrestResearchOffice/ResearchFunding>
3. Adjudication of applications for course relief will be determined by the Deans Council.

APPENDIX A

Related Forms/Policies	Disbursement of Research Funds
Where is this policy published	Faculty Handbook (The Research Office, Course Relief, Competitive Research Fund)

Contact Information

Deans Council