

This package provides information for VIUFA faculty applying for Time Awards that are available for the fall 2023 and spring 2024 semesters. Questions regarding this package or the broader application process should be directed to Jasmine Janes (Chair), Louis Stern (Vice-Chair), or Lyn Locke (Committee Support) of the VIUFA Assisted Leave Committee.

For questions about your eligibility, please review the Collective Agreement provisions cited below or contact Kamala Morgan in Human Resources.

## SUBMISSION INSTRUCTIONS

Applications for the Time Award are done through the ROMEO system. This system will allow you to complete the application online after which time it will be forwarded to your Dean for approval. We recommend that before starting your application, you review this package and prepare the materials you will need.

A complete Time Award application package will include all of the following:

1. Information on the applicant
2. Identification of which teaching sections the applicant would like to be reassigned from if the project is approved.
3. Abstract (300 words) ready for sharing publicly on the web if funded.
4. A detailed description of the proposed activity (max 3 pages) which includes: 1) title of the activity, 2) project objectives, 3) outputs, 4) timeline, 4) professional benefits to the faculty member and 5) benefits to VIU. Include Bibliographic references where appropriate.
5. A current curriculum vitae.
6. Supporting documentation such as letters of support or acceptance (from external institutions and/or agencies), invitations, etc.
7. Your completed application should be combined into one (1) pdf file using the naming protocol, 'last name – Time Award Application' before uploading into ROMEO.

*ROMEIO will date and time stamp all submissions. Please note that late applications will not be accepted.*

## Eligibility Requirements (*Collective Agreement Article 12.4.9.2*)

In order to be eligible for a section release as defined in Article 12.4.1.2, a faculty member must:

- a) have a regular appointment and at least three (3) years of VIUFA seniority.
- b) propose a research project that is appropriate in scope and duration for a section release, and meets the eligibility requirements outlined in Article 12.4.9.1.2
- c) not hold a half-year year assisted leave in the same academic year in which the section release was taken.

The applicant must be in good standing with respect to previous leave reports (i.e., reports have been submitted and approved by the VIUFA Assisted Leave Committee)

Further, all applicants should be aware that Section release cannot be taken as overload or banked for future use.

## PROPOSAL EVALUATION PROCESS

The process for securing a Time Award(s) is competitive. Each proposal is evaluated by the VIUFA Leave Committee based on eligibility requirements expressed in the Collective Agreement and how closely it meets the established criteria. Evaluation criterion has been included for your information in this package. Please note the importance of following the application instructions and including appropriate supporting documentation.

## HUMAN ETHICS AND ANIMAL CARE CERTIFICATIONS

If your assisted leave will involve research with human participants or animals, please note that it is your responsibility to explore whether ethics approval or an animal use protocol is required, and to follow the Vancouver Island University processes outlined at <http://www.viu.ca/reb/> or <http://www.viu.ca/animalcare/>.

## TIME AWARD EVALUATION CRITERIA

To assist faculty in the preparation of their applications, the Committee would like faculty to be aware that proposals will be evaluated and ranked using the following criteria:

### Quality and Clarity

An application “headed for success” should provide an excellent summary and be marked by an overall appearance that is deemed outstanding. The applicant should:

- Use **clear, unambiguous language**. Unfamiliar terms and concepts must be defined. The proposal must be clear enough for a generalist to understand it. It is particularly important that the methodologies specific to the applicant’s scholarly activities be explained carefully.
- **Establish a clear, well-conceived timeline and context** for the proposed scholarly activity. The applicant has obviously thought a great deal about the activities to be conducted during the leave and planned their schedule accordingly.
- Invest considerable time in the **clear organization and logical flow** of your proposal.
- Ensure **no errors (typos or facts)**. The proposal should show evidence that it has been proofread carefully many times.
- Present a **thoughtful, challenging, and innovative** leave proposal that **inspires confidence and sparks the interest and imagination of the review committee**. Committee members have fun reading an enthusiastically written, carefully crafted, and polished proposal!
- **Clearly establish the significance and timeliness** of the proposed scholarly activity; support with Bibliographic references
- Prepare your application with the **intended audience in mind**, i.e. the review committee. Anticipate questions and provide the answers.
- Provide a **balance between realism and ambition**. The applicant should demonstrate convincingly that the proposed scholarly activity is “doable.” Specific intended outcomes should be provided.

## Professional Benefits

A successful application should:

- Clearly establish that the proposed reassignment is of **professional benefit**. The applicant should have convincingly established the relevance of the proposed activity to their professional growth as a scholar in his/her discipline, such as engaging in scholarly writing, in studies of educational systems, in collaborative research opportunities, or participating in conference presentations or new experiences relevant to their role within the VIU community.
- Clearly explain how the proposed scholarly activity **enhances the reputation of Vancouver Island University**. An application should show evidence, for example, that the applicant is intending to further their academic studies, to engage in scholarly writing, to present at professional society conferences, to write research grants, or that the reassignment activity will enhance the level of services provided, all of which serve to promote the reputation of VIU as an institution and support the importance of faculty scholarly activity.

## Enhancement of Offerings in Applicant's Discipline

A successful application should:

- Clearly explain how the proposed scholarly activity will **enhance the offerings in the applicant's discipline or field**.

## Supporting Documentation and Curriculum Vitae

A successful application should:

- Provide a **current, carefully prepared curriculum vitae**. The CV should indicate:
  - a. past productivity, and
  - b. contributions to VIU, e.g., committee work.
- Ensure that the CV highlights past productivity and provides evidence of scholarly **activity that demonstrates the applicant's abilities to conduct the proposed scholarly activities**.
- Provide **letters in support of the proposed activities**. If your proposal is going to require support from another department, a letter of support would be required with your application.