

University of St. Thomas Policies

FACULTY RESEARCH, SCHOLARSHIP AND CREATIVE WORKS RESPONSIBILITIES

Policy Number: F.07.02

Scope: All Faculty

Purpose: To describe faculty research, scholarship and creative works responsibilities

POLICY FOUNDATION

Research refers to the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. Scholarship refers to academic study or achievement and learning at a high level. Creative works refer to activity involving effort to achieve a result that is related to or involves the imagination of original ideas, especially in artistic productions. These three constructs are customarily referred to as “research” though each concept contributes to an overall understanding of this domain.

The commitment of the University of St. Thomas to research, scholarship and creative works is framed first by the *Apostolic Constitution of the Supreme Pontiff John Paul II on Catholic Universities* (1990), referred to as *Ex Corde Ecclesiae*, and the subsequent description of its application to universities in the United States, *The Application for Ex Corde Ecclesiae for the United States* (2000). *Ex Corde Ecclesiae* speaks extensively of the role of research in Catholic universities noting that faculty “should seek to improve their competence and endeavor to set the content, objectives, methods and results of research in an individual discipline within the framework of a coherent world vision.” (see *Ex Corde Ecclesiae, Part 1, A,2, 22*). Because knowledge is meant to serve the human person and the common good of all, research at the University of St. Thomas, *Ex Corde* advises, should “always be carried out with a concern for the ethical and moral implications both of its methods and of its discoveries.” (*Ex Corde Ecclesiae, Part 1, A. 1, 18*).

The commitment of the University of St. Thomas to research is further framed by the Basilian community. The Basilians, noting their initial focus on teaching, describe the expansion of their work to include research and scholarship in academic communities. “The earliest work of our Congregation was that of Christian education and evangelization, and we have always been a teaching community. With this as our starting point, we have adapted ourselves to serve God’s people in many branches of education and research – especially in schools, colleges, universities, graduate studies and publication...” (see Basilians, *Our Way of Life, Our Work*: <https://www.basilian.org/our-way-of-life/our-work/>).

The University of St. Thomas values the research, scholarship and creative work of all faculty. It recognizes that there is substantive variance in the research, scholarship and creative works of faculty, in part a function of the distinctive nature of discrete disciplines. The University also affirms campus-wide criteria that demonstrate achievement in the domain of research, scholarship and creative work. The research, scholarship and creative work performance of faculty must be both appropriate and varied, informed by the campus-wide criteria and the discipline-specific criteria.

University of St. Thomas Policies

There is further variance in the expectations of faculty in the domain of research, scholarship and creative works. All tenure track and tenured faculty are expected contractually to dedicate a portion of their workload to this domain and are evaluated accordingly. Some term faculty may have comparable contractual commitments to research, scholarship and creative works. Conversely, some term faculty may have contractual commitments that exclude this domain. Workloads of each group must be adapted to the expectation of performance in research, scholarship and creative works or the absence of this expectation. Those without expectations of performance in research, scholarship and creative works are not eligible for promotion.

POLICY STATEMENTS

1. Research, Scholarship and Creative Works

- a. All faculty who are contractually committed to performance in research, scholarship and creative works require workload time allocation to meet this commitment. The allocation is negotiated with the department chair or the dean, and should be documented as a portion of the faculty member's workload.
- b. Faculty members contractually committed to research, scholarship and creative works are expected to develop an individual plan to develop this aspect of their professional progression and document their attainment of identified goals.
- c. Faculty research, scholarship and creative works are to be congruent with the mission and values of the University and further these in communal collegiality.
- d. Formal dissemination of the outcomes of research, scholarship and creative works may be subsidized by the University through departmental or school budgets. Decisions about the disbursement of these funds is determined at the department or school level.
- e. Funds to support research activities and provide released time to conduct research are available through the Faculty Development Committee. Faculty members negotiate with their department chairs or deans to plan this requested release time. (See below for more detailed information).

2. Sabbaticals

A sabbatical is a period of paid leave granted to a faculty member for study or travel related to the faculty member's program of research, scholarship or creative work. At the University of St. Thomas, sabbatical leaves are intended to provide faculty members with opportunities for research, scholarship, creative works and writing or other kinds of professional development normal and expected in their teaching fields.

- a. Faculty applying for sabbatical leave for the first time at the University must have completed at least six years (twelve months – i.e., fall and spring – semesters) of full-time teaching at the University prior to the beginning of the sabbatical. Faculty applying for sabbatical leave for the second or subsequent times must have completed at least an additional six years of full-time teaching at the University since the previous sabbatical leave before a new sabbatical leave can begin.
- b. All applicants are required to follow the procedures for sabbatical leave application available in the faculty procedures, which include the employment restrictions and salary provisions for sabbaticals.

University of St. Thomas Policies

- c. A request for sabbatical leave must include a detailed, convincing statement of its purpose, its relationship to the faculty member's program of research, scholarship and creative work and demonstrate the value of the project.
- d. Upon receipt of a positive response to the request for sabbatical leave, and as a final step in the approval process, the faculty member must sign an official agreement – titled Sabbatical Leave Agreement – with the University. The Office of Academic Affairs will send this agreement form to the faculty member. The signatory for the University is the President. The Sabbatical Leave Agreement specifies the time, salary, outside employment restrictions and outcome expectations of the faculty member's sabbatical.
- e. The faculty member must submit a written report describing research and/or development activities during the leave no later than one month after returning to full-time teaching at the University.

3. Visiting Scholars Program

- a. The purpose of the Visiting Scholars Program is to assist and stimulate research, scholarship and creative activities at the University. The program should bring outstanding scholars and artists to the campus to interact with the University community.
- b. A Visiting Scholar should spend one or more days on campus with faculty and students. Activities may include, but are not limited to, seminars, public lectures, exhibitions and symposia. At least one of the scheduled activities should be open to the public, appealing to those outside the Visiting Scholar's area of specialty.
- c. Any department or school may apply to the Vice President for Academic Affairs, who has the authority to approve requests for visiting scholars and who maintains funds for this purpose.
- d. The requesting unit should ascertain the interest and availability of the nominee before submitting a request.
- e. An application form is available from the Academic Affairs Office.

4. Faculty Release Time

- a. In order to encourage faculty research, the Faculty Development Committee will fund release time grants for up to five full-time University faculty during an academic year.
- b. Such grants will be awarded only for the fall or spring semester, not for summer sessions.
- c. All requests must originate with a faculty member, whose project will culminate in a specific piece of research: paper, article, book, webinar, computer program, etc. Application forms are available through the Faculty Development Committee.
- d. All applications must be approved by the faculty member's department chair and/or appropriate dean before submission to the Faculty Development Committee. Deans may approve as many requests for release time as they judge appropriate and that meet the criteria.
- e. Although consideration should be given to distributing the release time grants to the various schools, the Faculty Development Committee will award such grants to the five best applicants from the University as a whole.
- f. The Faculty Development Committee will submit its recommendations for release time grants to the Vice President for Academic Affairs, who will make the final determination.

University of St. Thomas Policies

APPROVED: Board of Directors

Date of Original Formation: 09/01/2010

Revision Number: 1

Revision Date: 06/06/2019

Effective Date: 06/06/2019