University of Toronto Scarborough Guidelines for Chairs and Academic Directors –
Assessing My Research Applications (MRA) from Teaching Stream faculty (Continuing, Contractually Limited Term (CLTA), and Part-time)

Purpose: The following guidelines have been created to assist Chairs and Academic Directors in reviewing requests to approve grant applications from teaching stream faculty members.

In the normal course of MRA approvals, Chairs and Academic Directors (followed by the Vice-Principal Research & Innovation) are tasked with ensuring that the proposed project is appropriately aligned with the faculty member's role in the teaching stream and the criteria for continuing status and promotion, and whether the scope of the project is reasonable in relation to their assigned workload.[1]

Step-by-step guidelines on how to review these applications within the MRA system are available here and stored here on the My Research Applications & Agreements (MRA) webpage.

When reviewing a teaching stream faculty member's MRA submission, key things to look for, include:

- Satisfactory completion and inclusion of the UTSC My Research Application Checklist for Teaching Stream Faculty with the MRA submission.

- If the faculty member is in a CLTA or a part-time non-continuing (i.e., term-limited) appointment that will end prior to the grant end date, the application **should not normally** be approved. Exceptions to this may be in cases where salary funding and appropriate approvals to have a position extended are confirmed and contract renewal is in progress. Note, a new research fund will not be set up until a new contract is in place.

- If the faculty member holds a part-time teaching stream appointment, Chairs and Academic Directors will want to ensure that the project is reasonable in light of the FTE of their appointment.

- If the faculty member is appointed in the teaching stream, Chairs and Academic Directors need to ensure the project is consistent with the unique role of teaching stream faculty and their workload, in particular:

    o that their teaching duties will not be affected by their role as Principal Investigator.

    o that the proposed research will contribute to their pedagogical/professional development.

For more information, please consult the University of Toronto PI Eligibility Guidelines, here.

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[1] As a reminder, section 30. (x) of the *Policies and Procedures on Academic Appointments* states that "a positive recommendation for continuing status will require the judgment of excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development.

> a. Excellence in teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives in accordance with appropriate divisional guidelines.
> b. Evidence of demonstrated and continuing future pedagogical/professional development may be demonstrated in a variety of ways e.g. ***discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches;*** participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent; teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities; professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines." [emphasis added] See the *UTSC Guidelines for the Assessment of Effectiveness of Teaching* for further details.

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