

Faculty Release Procedure (Research)

Faculty involvement is an essential and core component of executing applied research projects. This document briefly explains the faculty release procedure and methodology at Lambton College for all Applied Research Projects. This methodology has been refined over the last 5 years and is representative of all project funding envelopes (NSERC, OCE, CONII, FEDDEV and RIF). The common project development steps at Lambton College is depicted in Table 1.

Table 1. Project Development Steps

NO RELEASE TIME STAGE 1 ENGAGEMENT	NO RELEASE TIME STAGE 2 PROPOSAL PREPARATION	RELEASE TIME STAGE 3 PROJECT EXECUTION	RELEASE TIME STAGE 4 REPORTING
Partner engagement	Identify suitable funding	Funding granted	Reporting
Expression of Intent (EOI)	Full proposal development	Contractual documents	Publications
Initial assessment and approvals	Approvals	Regulatory requirement	Knowledge transfer
	Submission for funding	Project implementation, monitoring and management	Commercialization
			Final reports

1. Engagement and Proposal Steps

Project will be initiated either by a) Faculty/staff from the College or b) external organization and industry. In the case of external organization, the expression of interest will be distributed among faculty and staff to identify the interested researcher. In both cases, selected researcher has to obtain his/her supervisor’s approval.

After researcher was approved and particular funding was selected, project proposal is developed. There is no faculty release for the proposal preparation phase. Faculty works on a volunteer basis with the Dean of Research, Research Development Coordinator, College Proposal Writer Officer, sometimes other faculty and staff and finally external partners to prepare the proposal. In the case of large-scale proposals, a list of researchers is identified and approval of supervisors will be obtained prior to proposal preparation.

2. Execution, Knowledge Dissemination and Reporting Steps

Request for Release: Once Lambton College receives the letter of approval to a grant, all finance aspects are completed by the Research department Financial Coordinator including setup of all accounts and requesting release time for the specified personnel in the proposal. This request is sent to the Coordinator of the project area (e.g. Technology) before the SWF's are created. The reason for this is to provide the departments with adequate time to source a replacement for courses in which the faculty member would be release from. In the last year this request has been send 3 months prior to the semester commencement. Once the SWF is created it must be approved by the Dean to release the faculty member.

Release Cost Estimation: NSERC has set a maximum eligible course release amount at \$7,000 per course per semester. The Applied Research department used this number as a benchmark for faculty release amounts for all Research related projects. In the fall of 2014 the Research department worked with Finance to create a standard across the college to reimburse the faculty member departments for the full cost of release.

Table 2. Course Release Amount Calculation

COURSE RELEASE		AMOUNT	NOTES
Salary		\$ 103,900	Max. Faculty Step (21)
Total		\$ 128,300	
Cost per term (\$) (4/12 month)		\$ 42,766	
% TCH to Research (7/44 (max SWF))	16%	\$ 6,842.6	Per semester (3 contact hours * 2.2 Global SWF hours {prep and evaluation} =6.6 ~ 7 hours
Maximum Amount can be charged to Research (includes associated costs)		\$ 7,000	

What this means is if a faculty member is release from a 3 hours course (contact hours) the member will see 7 hours of release time on their SWF (3 contact hours * 2.2 Global SWF hours {prep and evaluation} =6.6 ~ 7 applied research release hours). The 2.2 Global SWF hours is set by the Human Resources department.

Maximum Release: There is no maximum to the number of course releases a faculty member can receive. This is determined by the project and funding availability, faculty member approval and finally the Deans approval. To date, no Research faculty has received more than 3 course releases in one semester. If Research and Innovation office realizes that there are many requests from industry in one particular area of research, the NSERC-IRCC (Industrial Research Chair for Colleges) program will be considered to release a faculty from teaching. Lambton College has received two IRCCs since 2012.

Once the faculty member has been released, he/she will be responsible for the milestones and deliverables according to the timeline set out in the funded proposal. The faculty member will still report to their department Dean but will be responsible of all “technical” reporting to the Research and Innovation department and the funding agency. The faculty member will also be responsible for the sourcing and management of students who may work on the Research project. The actual hiring of the students will be completed by the Research and Innovation department.

Finally the Research and Innovation department requests the faculty member to meet on no less than once a month basis with partners and Research Operations Manager to discuss the progress of the project and the discuss budget and milestones.