



PROFESSIONAL CURRENCY AND SCHOLARSHIP PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Executive Director, Academic Administration

Reference Code: A42 V1

Effective Date: September 2013.

PROCEDURE STATEMENT:

Conestoga will implement the professional currency and scholarship policy across the college, as supported by Conestoga's Professional Currency and Scholarly Review Committee, a sub-committee of the Degree Management Committee.

SCOPE:

Application:

- All full-time faculty are invited to engage in the culture, practices and opportunities embodied in these procedures; specific expectations for professors teaching in degree programs are outlined in the Human Resource Procedure: Faculty Teaching in Degree Programs.
- Part-time faculty are invited to participate in professional development and strategic development initiatives on a case-by-case basis.
- Implementation is school-specific within the expectations of college-wide priorities and resource allocation parameters; encouragement is given to team and cross-disciplinary initiatives.
- Professional currency and scholarly activities may be self-directed or school requested, with prior discussion and approval with Academic Chairs.

Leadership: Academic Administrative Staff

- Provide strategic leadership for Conestoga-wide, school and department/program strategic plans and their annual implementation in relation to available resources.
- Formalize individual plans for professional development and scholarly activity with professors.
- Participate in the Peer Review Network.
- Role model expectations.
- Document initiatives in the Electronic Template.

Scope of Professional Currency and Scholarship Expectations and Opportunities

Conestoga’s framework for professional currency and scholarship embodies expectations and opportunities of polytechnic education.

COMPONENT	NATURE OF ACTIVITIES
<p>1. PROFESSIONAL CURRENCY <i>- A commitment to an environment and culture of shared responsibility (by Conestoga & each individual) to maintain & enhance both an individual's professional and academic credentials and their pedagogical capability</i></p>	<ul style="list-style-type: none"> • Maintaining currency of professional credentials required for hiring (personal responsibility) • Maintaining professional practice currency, subject to Approval for Activities External to the College. • Enhancing academic capability through ongoing professional development & purposeful use of Professional Development days • Participating in Scholarly Leaves during the reduced teaching semester, taken every five to eight years, with 2 to 6 weeks of purposeful work in industry or mentored learning activity at the college, culminating in a report summarizing learning to advance curriculum or personal teaching strategies • Advancing professional and academic credentials, including participating in a Professional Development Leave , per Conestoga’s professional development procedures • Engaging in opportunities for faculty to present scholarly work at major conferences—through prioritized access to the Conestoga’s general PD funds as well as the Scholarly Activity Fund for Degree Programs.

COMPONENT	NATURE OF ACTIVITIES
<p>2. SCHOLARSHIP OF SERVICE <i>-The generation & use of specialized professional knowledge in community service, advancing Conestoga's commitment to community partnerships and acknowledging practice expectations for professional disciplines.</i></p>	<ul style="list-style-type: none"> • Contributing to Conestoga's co-curricular learning activities through development, implementation and support for this Program. • Individual participation in committees and taskforces of professional organizations to advance professional practice • Individual consulting practices (subject to Approval for Activities external to the College) which advance practices within his/her chosen industry.
<p>3. SCHOLARLY ACTIVITIES <i>-Creative work that is validated by peers (or peer-reviewed), communicated and that :</i></p> <ul style="list-style-type: none"> <i>a. possesses methodological rigor</i> <i>b. is considered within a theoretical context</i> <i>c. is evidence-informed, with a reflective and evaluative component</i> <p><i>-Applied research projects -- internally or externally funded-- may be part of each of the 4 domains depending on their focus.</i></p>	<p>The 4 domains of Boyer's model have been modified to reflect Conestoga's focus on applied learning. There is an expectation that students be involved where ever possible in applied research activities :</p> <ul style="list-style-type: none"> • Scholarship of Teaching: the study of teaching models and practices to achieve optimal learning • Scholarship of Application: using research findings and innovations to enhance and advance society, practice/ products • Scholarship of Integration: making connections across disciplines • Scholarship of Discovery: building new knowledge through primary research <p>Conestoga will provide opportunity for a defined number of individuals/teams per year to prepare plans for scholarly work. This work may be supported during the reduced teaching semester; this work may also be supported during the academic year with non-teaching time dependent on the scope of the work and receiving prior approval.</p>

COMPONENT	NATURE OF ACTIVITIES
<p>4. SCHOLARSHIP OF LEADERSHIP <i>-Important to Conestoga based on our belief that leadership is key to change in education & a feature of a leader in Polytechnic Education</i></p>	<ul style="list-style-type: none"> • Developing evidence-informed inter-college pathways and university linkages • Developing and demonstrating new models for professional learning in collaboration with the community • Developing and demonstrating new models of organizational practices, systems or structures that advance teaching and learning and increase impact for learners and the workplace

Electronic Curriculum Vitae:

An electronic Curriculum vitae is available to all faculty and academic administrative staff to maintain a personal record of professional currency and scholarly activities.

DEFINITIONS:

- **Academic Administrative Staff:** Executive Deans, Executive Director—Academic Administration, Deans, Academic Chairs
- **Academic Plan:** The academic plans from Conestoga’s Academic Division and the School and Department/Program regarding development expectations and priorities for a multi-year period. A School’s Academic Plan will be supported by a multi-year Department/Program plan to guide development activities and integration of learning based on professional currency and scholarly initiatives.
- **Applied Research :** Applied research includes any original investigation, undertaken to acquire new knowledge, or to apply existing knowledge in a novel way, directed primarily towards a specific practical aim or objective. Ideas are developed into operational form to produce new prototype products, devices, processes, systems, and services or to improve substantially those already produced or installed. Applied research may be internally funded (for academic development priorities approved by the Executive Dean in the annual budget process) or externally funded; research may be college-based or collaborative with university partners, community agencies/service providers or industry. Expectations related to approval by the Research Ethics Board are defined in REB policies and procedures.

- **CARI:** Conestoga Applied Research and Innovation, Conestoga's department responsible for applied research administration and support. CARI manages Conestoga's eligibility with NSERC, CIHR and SCHRC and provides support for all funding proposals and successful project proposals.
- **Continuous Quality Improvement:** Ongoing quality improvement activities that are related to individual course review and updating; annual team reflections; improvement projects; and quality projects that may become scholarly work if there is an identified opportunity that is considered important and will demonstrate evidence-based change.
- **Faculty in Degree Programs:** Faculty teaching primarily in degree programs who contribute to the theoretical basis for the degree or degree content. These individuals ensure currency in their field through a level of scholarship, research or creative activity. Faculty are expected to contribute to the theoretical basis for the degree or degree content and to develop and implement a plan of scholarly work (cross-reference Human Resource Management Procedure, Faculty Teaching in Degree Programs).
- **Electronic CV:** The electronic documentation template (curriculum vitae) that is provided for individual documentation of professional currency and scholarly activities.
- **Industry:** For the purposes of this framework, an all-inclusive term for community agencies, service providers, professional and regulatory bodies, and businesses.
- **Mentoring (with the framework of Scholarly Activity):** Mentoring may take place by faculty guiding student projects or research projects or by mentoring other faculty who are undertaking scholarly activity. Mentoring may include guiding students or other faculty in defining and implementing a research project; supporting these individuals in discussions with Conestoga's Research Ethics Board; writing the research report; and/or helping students or faculty develop abstract or manuscripts to be submitted for publication.
- **Peer Review:** Evidence that external peers, such as faculty external to the Program (including the REB or the Scholarly Review Network), have critically reviewed the proposed scholarly work and the plan for communication. "Peer review is an assessment of the academic quality and integrity of the work against specific criteria; it requires making ideas available in a public format for an external group to see or review. The

public format is typically a conference presentation or a publication; it is evidence of scrutiny by others with expertise who determined the work to be valid or useful; and it is conducted by experts in the field who have no connection to the work , and who are external to the department (and usually the institution) of those who created the work” (source = CASN Standards for Scholarship)

- **Professional Currency:** Conestoga’s expectation that faculty maintain their professional designation as identified on hiring (a personal responsibility), remain current with professional trends in their fields of expertise and update professional credentials as opportunities present. Faculty may also decide to improve their academic credentials where possible.
- **Professional Development Days:** The Faculty Collective Agreement (Article 11) provides paid time for professional development activities, as mutually agreed upon with the Chair.
- **Professional Development Funds:** Funding to support attendance at Conferences or workshops or practice sessions, with allocation according to priority needs within available resources. Faculty request funding from the Organizational Development Department, on approval from his/her Chair/Executive Dean
- **Professional Development Leave:** Paid time to a select number of individuals each year to advance their professional or academic development in areas of importance (per Article 20 of the Collective Agreement).
- **Scholarship:** Creative intellectual work that is validated by peers and communicated and the encompasses scholarly activities aligned with Boyer’s model of scholarship, scholarship of service and scholarship of leadership, all with the goals of enhancing quality and innovativeness of teaching and learning and products/practices for the workplace and industry.
- **Scholarly Activity Fund for Degree Faculty:** Funds specifically allocated in the annual Organizational Development budget to facilitate faculty’s ability to meet the currency and scholarly activity requirements for degree teaching. Such funds will be available to one faculty member per program per academic year.
- **Scholarly Leave:** An approved period of two to six weeks typically during the reduced teaching semester where a faculty member will complete a pre-defined and approved

scholarly project in a practice or industry field which will advance his/her teaching or engage in approved and defined mentoring activities with other faculty or Conestoga's resources to enhance or innovate in teaching and learning practices (as further defined in the Procedure for Scholarly and Professional Development Leaves).

- **Scholarly Plan:** The opportunity for a defined number of professors each year as approved by the Chair/Executive Dean to develop and implement an approved plan of scholarly work. Depending on the scope of the scholarly work, this plan may be supported by a teaching commitment which allows a combination of time during reduced teaching semesters and a maximum of 8 hours of non-teaching time to support scholarly work during the primary teaching semesters. This includes time to prepare and submit applied research proposals in collaboration with CARI. The allocation of time for scholarly work may be increased if supported by externally funded research.
- **Scholarly Review Network.** A defined group of academic administrators who agree to be peer-reviewers and mentors for faculty and who have been trained for this role.

RESPONSIBILITIES

1. Creating an Environment for Shared Learning, Collaboration, Inquiry and Evidence-Informed Advancement of Applied Learning and Products and Processes for Industry

- The Executive Director, Academic Administration will ensure that the Academic Division has an annual plan outlining priorities for academic development that are aligned with the Conestoga's Strategic Plan.
- The Executive Dean for each School and Department Chairs will engage faculty and staff in developing and implementing supporting multi-year plans for continuous quality improvement and ongoing academic development.
- These plans, along with internal and external financial resources, will create the basis for defining and prioritizing professional currency and scholarly activities.

2. Facilitating Opportunities for Faculty to Contribute Fully in Their Roles With Teaching Responsibilities and Professional Currency and Scholarly Activities

- Implementation of specific scholarly activities occurs through conversation and shared decision-making. Decision-making will take place annually as part of academic and budget planning or at times when new opportunities present. This may necessitate a change in teaching commitments. Based on the academic plans, a faculty member (or team) may propose a project to the Chair or the Chair may invite individual faculty or

teams to participate in development activities—based on college-wide implementation expectations and resource allocations.

- Chairs will formalize opportunities with professor(s) for both professional currency and scholarly plans through annual planning conversations for the upcoming year. Some commitments may be made over a multi-year basis.
- Faculty undertaking scholarly work will formalize their plan as the basis for defining the project and confirm implications for teaching and scholarly assignments with the Chair.
- Performance Reviews will provide an opportunity for individual faculty to demonstrate their work related to professional currency and scholarship per the Electronic CV.

3. Maintaining Capability as Professionals and as Academics

- Faculty are accountable to maintain the professional credentials required on hire and to provide evidence of maintenance of these credentials and/or current licensing in the electronic CV.
- Human Resources will ensure that new faculty complete mandatory Conestoga specific professional/academic development activities.
- Conestoga has semester –specific schedules of professional development activities for faculty participation during the year, both mandatory and optional topics to improve teaching and learning practices.
- Conestoga will make available education resources related to TCPS expectations for ethical conduct related to research and professional development to conduct applied research.
- Professional development resources are available through Organizational Development Department with access prioritized in discussions between Chairs and faculty on an annual basis.
- Requests for Professional and Scholarly Leaves may be made in accordance with the Procedure for Scholarly and Professional Development Leaves.

4. Preparing the Scholarly Plan

- Faculty who are approved by the Chair to undertake scholarly initiatives, per their request or as requested by Conestoga, will be responsible to prepare a scholarly plan that describes the initiative.
- This plan will be in a format provided by Conestoga.
- The approved plan will become the parameters for the scholarly work, or scholarly leave, and the basis for implementation (including time commitments), accountability, and dissemination.
- The Chair will support professional currency and scholarly work in the Program and the Department with a multi-year plan that facilitates team work, transparency of decision-making and prioritization of activities and resources.

5 . Supporting Quality and Academic Integrity of Scholarly Work and Developing Individual Capability through Peer Review.

- Conestoga has a Scholarly Review Network of trained mentors who have agreed to mentor faculty in undertaking scholarly and academic development activities.
- The Research Ethics Board will provide advice on academic integrity and ethical conduct of proposed applied research activities.
- Professors in accredited programs are encouraged to verify peer-review expectations for scholarly work recognized by the accrediting body by reviewing relevant standards (available from the Chair).

6. Optimizing an Environment for Cross-Disciplinary Innovation, Community Partnerships and Applied Research

- Faculty are encouraged to seek collaborative and cross-disciplinary opportunities for scholarly development.
- Academic Administrators and professors are encouraged to optimize community partnerships through Program Advisory Committees, field placement and co-ops and liaison with Professional Regulatory Bodies and Associations to identify and implement collaborative scholarly initiatives and applied research.
- Faculty contemplating significant responsibilities with external bodies that would impact teaching responsibilities must have their plans pre-approved by the Chair.
- All proposals for applied research must be vetted through Conestoga Applied Research and Innovation (CARI).
- CARI will assist professors, where possible and as related to development priorities of the School/Department/Program, to find grant opportunities for scholarly work beyond applied research projects to achieve the objectives of this Procedure and to advance strategic priorities of Conestoga and School.
- Conestoga's Research Ethics Board is tri-council approved and reviews applied research projects at Conestoga and requests from external researchers to conduct research at Conestoga. There is an agreement with McMaster University and the University of Waterloo and the UW Research Institute for Aging for reciprocal recognition of REB review and approval.

7. Providing Evidence of Professional Currency and Scholarship.

- Faculty will identify their employment with Conestoga in all publications and creative work.
- Faculty will provide the following documents to substantiate professional currency and scholarly activities noted in the Electronic CV:
 - a. a summary of learning from funded professional development activities, including the date shared with colleagues.
 - b. the deliverable demonstrating completion of the scholarly activity (for Conestoga's Inventory of Scholarly work maintained by CARI).
 - c. copies of publications (for Conestoga's Inventory of Scholarly work maintained by CARI).
 - d. reference letters supporting Scholarship of Service (to the Chair and Human Resources for the personnel file).
 - e. evidence of credential enhancement (for the Chair, with the official record sent to Human Resources for placement in the Personnel File).

8. Providing an Opportunity to Maintain an Ongoing Record of Professional Currency and Scholarly Activities

- An electronic CV will be available for all faculty and Academic Administrators to maintain a personal record of professional currency and scholarly activities.
- On hiring (or with implementation of the electronic CV), Human Resources will inform full-time faculty and academic administrators of this template and its importance to support implementation of opportunities within this Procedure.
- Faculty will be requested to bring a copy of their e-CV to their Performance Review and Planning session with their Chair (per the performance review procedure). Academic administrators will also be encouraged to bring their e-CV to annual discussions regarding proposed professional development and scholarly activities.
- Faculty and academic administrators involved with programs with external reviews and where evidence related to professional currency and scholarship is required for external submission, will be requested to provide written authorization for their information to be shared with external bodies at the time that this information is to be shared.

9. Rewarding Scholarly Initiative

- Conestoga provides a limited amount of professional development (PD) funding. Criteria for resource allocation place a priority on supporting professors who have been

pre-approved to undertake and present scholarly work at a major conference attendance. Access to these funds is through the College's PD processes.

- The Scholarly Activity Fund for Degree Programs provides an opportunity for one professor each year to present at a major conference relevant to the degree. (See Human Resource Management for Faculty Teaching in Degree Programs).
- Encouragement is given to faculty to contribute to scholarly knowledge dissemination in peer-reviewed publications; to scholarly journals, e-journals, and electronic databases; to best practice guidelines; to scoping reviews; to peer-reviewed conference submissions; and to scientific committees .

10. Annual Review and Reporting and Profile for Professional Currency and Scholarship

- The Professional Currency and Scholarship Review committee, a sub-committee of the Degree Management Committee will:
 - a. confirm on an annual basis the implementation and education plan for funded professional currency and scholarly activities
 - b. maintain a data base for all scholarly projects (through CARI)
 - c. prepare and publish a report related to Professional Currency and Scholarly Activity for presentation to ACC and the Board's sub-committee responsible for program quality
 - d. develop mechanisms to publicize scholarly work both internally and externally
 - e. evaluate implementation of this framework, including gaining feedback to enhance effectiveness and sustainability.

REVISION LOG:

APRIL 26 2013

POLICIES AND PROCEDURES COMMITTEE – APPROVED

MAY 21 2013

ACADEMIC COORDINATING COMMITTEE - APPROVED