

Scholarly Activity Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	D: Student and Academic
Parent Policy:	D48
Approval Date:	May 24, 2023
Effective Date:	May 24, 2023
Procedure Owner:	Vice President responsible for Academics

Overview:	Olds College instructors are expected to maintain expertise in the subject matter in which they teach, and are expected to develop their expertise in the field of teaching and learning. Scholarly activity is central to the maintenance of both of the forms of expertise and includes appropriate forms of peer review.
Procedures:	<ol style="list-style-type: none"> 1. The precise nature of scholarly activity and the accountability framework for that activity vary across the College. They are informed by and connected to the Boyer model, the expectations of funders of scholarly activity including research grant agencies and contractors for innovation projects, and at least one of the following: <ol style="list-style-type: none"> 1.1 The nature of the disciplines within a School, 1.2 The credentials offered by that School, 1.3 The academic preparation and expertise of the School members, or 1.4. External expectations for scholarship relative to academic credibility. 2. To be considered as scholarly activity for the purposes of this policy and procedure, a project/activity must meet all of the following criteria: <ol style="list-style-type: none"> 2.1 Has a direct and/or indirect impact on students; 2.2 Results in an output; leads to an outcome; 2.3 Is measurable and observable, using quantitative and/or qualitative indicators; 2.4 Requires both knowledge acquisition and knowledge transmission; 2.5 Requires critical review by peers; 2.6 Advances subject matter expertise and/or pedagogical expertise; and 2.7 Contributes to a body of knowledge, an academic discipline, and/or industry practice.

3. Olds College instructors who engage in appropriate forms of scholarly activity will negotiate that activity through the workload planning process, and will formally report on their scholarly activity on an annual basis. All instructors in degree programs are expected to participate in scholarly activities.
4. Olds College supports scholarly activity through workloads, OCCI funding, and other institutional resources.
5. When institutional resources are sought in support of scholarly activity, the project/activity must be a part of a comprehensive Scholarly Activity plan or must align with the performance plan objectives for the individual undertaking that project/activity and the project/activity must align with a program/discipline research theme.
6. Instructors may submit a Scholarly Activity plan to the Research and Scholarship Committee for consideration of any additional institutional resources that may be available from year to year.
7. In assessing scholarly work, the following criteria are considered: clear goals, adequate preparation including a defined timeline, appropriate methods, meaningful results, effective presentation, and reflective critique.
8. Proposals will be submitted to the appropriate signing authority where financial or administrative bodies need to grant approval for funding and support.
9. Professional development activities and institutional/professional service activities that do not meet the seven criteria listed in section 2 are not scholarly activity for the purposes of this policy and procedure. However, Olds College recognizes and supports these activities.
10. The College provides an annual public report of the scholarly activity of its members.

Definitions:

Research and Scholarship Committee: A representative committee providing advice and recommendations for research, scholarship, and creative activities at Olds College.

Related Information:

[Campus Alberta Quality Council Handbook](#)
[Academic Freedom](#)
[Code of Conduct](#)
[Student Code of Conduct](#)
[Conflict of Interest](#)
[Complaints and Appeals](#)
[Freedom of Expression](#)
[Research Involving Animals](#)
[Research Involving Humans](#)
[Responsible Conduct of Research](#)
[Academic Integrity](#)

Review Period:
Revision History:

Social Media Fair Dealing Use of Copyrighted Material Olds College Research Data Management Strategy
3 years
May 2021: NEW May 2022: Revision