



## Application for Reassigned Time List A

<b>List A Applications: [Article 8.4 of the Collective Agreement]</b>
▶ submitted to the dean/director by the first week of April for reassigned time in the following academic year
▶ dean/director will notify successful applicants by end-April

<b>Name:</b>	
<b>Faculty/School/Centre/Library/Student Affairs &amp; Campus Life/Academic Development Centre</b>	
<b>Department/Area</b>	
<b>Tenured:</b>	<b>Tenurable:</b>
<b>Term-certain</b>	

Application for Reassigned Time (List A)				
Year:	Semester	SICH Requested	Purpose	

<b>List A</b>				
<b>List externally funded release time *</b>				

Previous Year's Approved Reassigned Time (List A)				
Year:	Semester	SICH Requested	Purpose	

<b>List A</b>				
<b>List externally funded release time *</b>				

**\* Externally funded release time – release time funded outside of List A (research grants, ADC projects, contracts, etc.)**

**Please submit a proposal which clearly describes the:**

- purpose and objectives for reassigned time.
- benefits of reassigned time for the:
  - faculty member
  - department/program/area
  - Faculty/School/Centre/Library/SACL/Academic Development Centre
  - Mount Royal
- outcomes resulting from reassigned time [end-product deliverables which will be produced as a result of reassigned time]
- Annual Projected Teaching Load form or equivalent [please ensure that an Annual Projected Teaching Load or equivalent is attached to the application]

**Proposal for Reassigned Time (Major Scholarly or Artistic Activity):**

For reassigned time to participate in research/scholarly activity, applicants are required to submit a ***Reassigned Time for Major Scholarly or Artistic Activity*** form in addition to ***an Application for Reassigned Time, List A.*** (this form has been attached as page two to this application)

**Signatures:**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair/Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>SICH Approved:</b>		<b>SICH Denied:</b>	
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**Comments:**

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**Reassigned Time for Major Scholarly or Artistic Activity**

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**1. Name:** \_\_\_\_\_

**2. Project Proposal**

Please attach a proposal which includes the following:

- topic
- format of final product [e.g. academic paper, non-print resource, theatrical production]
- research questions and/or purpose of activity
- action plan [please identify Mount Royal College co-researchers]

**To assist the dean/director with decision-making, please be specific with respect to all aspects of the proposed activity including [where applicable] the research method, population, timelines, data collection and methods of analysis. If any of these points have not been addressed, please explain why they do not apply to the project.**

**3. Research Ethics**

a) Does your research involve human subjects:

Yes	
No	

b) have you read Mount Royal College Policy 585-01: *Ethics of Research Involving Human Subjects*?

c) has your research proposal been submitted to the College Research Officer for review?

Date of submission:	
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**4. External Review**

Please identify a qualified expert in the proposed area of scholarly or artistic activity who would be willing to comment on the scholarly/artistic merit of the proposal. If you wish, you may ask the external reviewer to provide the dean/director with a completed **External Review Evaluation** form [attached] and a C.V.

<b>Name:</b>	
<b>Position:</b>	
<b>Credentials:</b>	
<b>Contact Address and Telephone Number:</b>	