NAIT

Procedure

Procedure Name	*Scholarly Activity*		
Procedure #	IP 5.1	Parent Policy	IP 5.0 Scholarly Activity
Policy Owner	Vice President Academic	Effective Date	March 27, 2024
Procedure Owner	Director, Academic Excellence	Next Review Date	March 27, 2029
Approved by	Vice President Academic	Approval Date	March 27, 2024

1.0   Purpose/ Background

NASA instructors may engage in scholarly activity as part of the planned and approved workload assignment. Scholarly activity, as defined within a polytechnic context, is the investigation, integration, and dissemination of knowledge that is subject to polytechnic peer review, whether industry, teaching, or research based.

2.0   Definitions

Term	Definition
Expertise	Expert skill and knowledge in a particular field, and the ability to demonstratemastery and currency of practice in a particular field
Polytechnic Peer Review	The sharing of scholarly activity with industry, teaching or research peers withthe aim of sharing knowledge and/or gathering feedback on the value and trustworthiness of the scholarly activity
Scholarly Activity	Any activity that involves the intentional creation, investigation, integration and dissemination of knowledge that is subject to polytechnic peer review. Scholarlyactivity intends to inform professional practice, contribute to the state of practice within a field, and/or impact the broader external environment
Scholarly Activity Committee	A school-based committee responsible to review and approve proposals for scholarly activity that require additional resources. The structure of the committee is determined by school leadership

3.0   Procedures

3.1   Scholarly activity, in the polytechnic context, adheres to the following attributes:

- In support of program quality, academic staff engage in scholarly activities to ensure that their course or program content remains current.
- Framed within a hands-on learning environment that is at the heart of a polytechnic education.
- Framed within a polytechnic research environment, where validation by industry is asimportant as validation with the academic community.
- Reliant on the investigation of subject matter, industry practice translated to teaching and learning and/or the investigation of teaching practice.

- Reliant on polytechnic forms of peer review, whether by industry, teaching, or research peers.

3.2   Scholarly activity may take a variety of forms as indicated in the Campus Alberta Quality Council Handbook:
- Independent or collaborative research across the full spectrum (basic, applied, educational, policy, quantitative, qualitative, etc.).
- Scholarship of teaching and learning, which is disseminated in some form, such as through presentation or publication.
- Knowledge translation and reformulation for new applications.
- Composition, creative activity and performance.
- Publication.
- Presentation at scholarly conferences or expert groups.
- Applied scholarship through problem-solving practices, innovation, and product development (tools, handbooks, manuals, software, etc.).
- Technology development, patents, technology transfer and commercialization.
- Developing standards, guidelines, and best practices.

3.3   NAIT's instructor performance enhancement process is used on an annual basis to plan and document scholarly activity for instructors engaging in scholarly activity.

3.4   If additional time or financial resources are required to support scholarly activity beyond the provisions indicated through the assignment of workload, instructors can access resources throughopportunities outlined in the collective agreement.

3.5   If additional resources are required for the scholarly activity, instructors are required to submit ascholarly activity proposal to the scholarly activity committee.

3.6   NAIT instructors, whose teaching assignments relate to degree programs, must report on their scholarly activity on an annual basis, as required by the Campus Alberta Quality Council. Scholarly activity reporting describes how the activity:

1) Informs the professional practice of the instructor as a teacher or as an expert in their subject matter.

2) Contributes to the state-of-practice within a field, whether that be the field of education or the specific discipline being taught; has been disseminated to build upon the knowledge within the subject area.

3.7   Further articulation of scholarly activity, including but not limited to:
- Reporting requirements for instructors outside of degree programs,
- The role of the scholarly activity committee, and
- Peer review processes,

is captured in School Handbooks on Scholarly Activity. The school handbooks allow for the nuances that can be found between the schools while maintaining institutional oversight on Scholarly Activity. Associate Deans Academic can provide more information on the School Handbooks.

3.8   The Scholarly Activity Committee will help in determining whether the activity is potentially an applied research activity. Where scholarly activity includes applied research activities, the appropriate NAIT Research and Innovation (RI) policies and processes are followed.

4.0   Exceptions to the Procedure
4.1   Procedure exceptions must include:
- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0   Related Documentation
- NASA Collective Agreement.
- NAIT Performance Enhancement Plan and supporting documentation.
- School Handbooks on Scholarly Activity.
- Documents related to Human Resource Training and Development programs and benefits.

Document History

Date	Action/ Change
March 27, 2024	Revisions approved by the Executive Committee