



**KEAN FEDERATION OF TEACHERS**

*An Association of Professors, Professional Staff and Librarians*

Local 2187, American Federation of Teachers

Kean University, Union, N.J. 07083

Phone 908 737-3925 Fax 908 737-3929

**Letter of Agreement (LOA) # 159**

**Release Time for Research & Creative Works:  
Revised Program**

*This LOA replaces all previous agreements concerning the Release Time for  
Research & Creative Works Program, including LOA # 76*

## **Description for Released Time for Research**

The basic academic year teaching load at Kean University is twenty-four (24) teaching credit hours for the Fall and Spring semesters. Most faculty teach three (3) credit hour courses, which equates to four courses in the fall semester and four courses in the spring. In recognition of the time that rigorous scholarship takes to produce, Kean University will support up to six (6) hours of released time per academic year for research for qualified proposals from tenure track and tenured faculty. The award cycle will cover the contract period from September 1 to June 30. The number of released time awards will vary year to year depending on the number of meritorious applications. Because the release of faculty from teaching obligations has a direct impact on instruction, the application and award cycle will conclude no later than March 1 for the following academic year.<sup>1</sup> *All awards are contingent upon the availability of supporting funds and teaching needs of the University.*

Released time for research is provided to a faculty member in the initial award cycle based upon approval of a research plan that includes measurable outcomes and a timeline, and in subsequent cycles on refreshment of that research plan together with demonstrated progress on the research project(s) that prompted the award of released time.

The University's definition of scholarship is intentionally broad to allow faculty to engage in a variety of both traditional and innovative activities that generate new knowledge and understanding. Included are the scholarships of:

- **Discovery:** scholarship that adds to the field of knowledge of a particular discipline or combination of disciplines;
- **Pedagogy:** scholarship that adds to the knowledge and understanding of teaching;
- **Integration:** scholarship that makes connections among existing ideas within and/or across disciplines to provide new understandings;
- **Application:** scholarship that applies knowledge to issues of contemporary social concern in a manner that generates new intellectual understandings;
- **Engagement:** scholarship that applies knowledge and skills to elucidate the relationship between theory and practice in order to address significant local, national, and global issues; and
- **Aesthetic Creation:** the production of works of art in any medium, including the performing, visual, and literary arts.

In addition to the categories designated above, the University will also consider the following:

---

<sup>1</sup> In the initial year of this program, we will follow a different schedule.

- Scholarly projects: merit will also be determined by the quality of the journal in which the work is published for article-length publications and by the quality of the academic (usually a university) press for monographs.
- Creative projects: quality will also be determined by inclusion in juried shows or awards in open-submission shows, acquisitions by major galleries, productions in prominent live-performance venues; and
- Other appropriate hallmarks of distinction advanced by the relevant research committee and approved by the office of the Provost.

Applicants should indicate where they intend to place their work in prospect (i.e., during the first application cycle), and in subsequent cycles must point to evidence that they have been successful in pursuing those or comparable placements. Consideration will be given for projects that have a multi-year completion timeline such as book projects to be submitted to distinguished university presses.

Applications will be considered for six-hour (6) awards of released time for research for a period of the fall and spring semesters. No faculty member may receive more than six (6) hours of research-released time in the fall and spring semesters from Kean resources. Faculty may select to use all six (6) hours of research release time from Kean resources in a single semester, subject to the approval of the Dean. Faculty will be eligible to use external grant awards to buy down up to an additional six hours of released time at the buyout rate then in effect. No faculty member may receive an overload teaching assignment during a period of research release time whether from internal or external sources. Those with release time for administrative duties may apply if the prospective award of research-release time will not produce an overload.

Faculty who receive awards of released time will continue working on their research until June 30, in a manner consistent with Article XII, Section C. 1 and 2 of the parties' Collective Negotiations Agreement. They shall report on their progress at the end of the academic year, but no later than June 30, in which the award is made, create full faculty biographies for inclusion on kean.edu and participate in a celebration of faculty research during Kean Research Days during, which each faculty member will present the work completed to date. Faculty receiving the released time will continue to work with University curricular and pedagogical initiatives including robust use of the Learning Management System [LMS] and adoption of Open Educational Resources [OER] where possible. Moreover, faculty receiving awards shall provide, upon request, such information to the University necessary for Carnegie R2 consideration and for reporting on University efforts on implementation of OER.

For those faculty reapplying, the progress report should be incorporated into the new application. Failure to adhere to the project or activity as stipulated in the approved proposal may result in a termination of the workload adjustment, unless any changes in work scope are approved in advance and in writing by the Dean. If for any reason, the recipient of the released time runs into difficulties that prevent the project from continuing, the recipient is required to notify their Dean within two weeks of such knowledge so that a full teaching schedule may be restored.

For the University:

John East-Christen  
Date: May 18, 2022

For the Kean Federation of Teachers, Local 2187:

John Angelo - Fyne  
Date: MAY 18, 2022

**Application for Released Time for Research**

Applicant's Name:

Applicant's College and School:

Title of Scholarly or Creative Project:

Brief Description of the Project (200 words maximum):

To What Journal, Publisher, Performance Venue, or Gallery Will the Completed Project Be Submitted? Please describe how publication/inclusion in this venue is a mark of distinction.

Number of Released Time Hours Sought: \_\_\_\_\_ Six

College Research Committee Signature:

ED/Chair Signature:

Dean Signature:

*Please make sure that your CV is updated in Interfolio before submitting this application. Please note that all awards are contingent upon the availability of supporting funds and teaching needs of the University.*