

Dear Colleagues,

On behalf of Acting Dean Rankin, I would like to remind you that Clause 3.25 of the MUNFA Collective Agreement stipulates that: "In each Academic Year, every Faculty, School or College shall set aside a minimum of one (1) percent of its normal teaching capacity, for the purpose of granting teaching remissions in support of research."

Please note that applications for a teaching remission under Clause 3.25 must be submitted to the Dean by APRIL 15 of the year preceding the Academic Year for which the remission is being sought. Applications for remission for Academic Year 2012-2013 should thus be submitted to the Dean of Arts office, attention Betty Foley. Since April 15 falls on a Sunday, applications should instead be submitted by April 16, 2012.

Please bear in mind the following provisions of Clause 3.25:

- No more than one (1) course shall be remitted under this Clause for a Faculty Member in a given Academic Year.

- A Faculty Member who already has a teaching remission for research purposes for the year in which remissions are to be granted under the provisions of this Collective Agreement shall not be eligible for remission under this Clause.

Also please note that combined research grants cannot have more than 3 RTSs per year provided by the Faculty of Arts.

- The criteria for assessing applications for teaching remissions under this Clause shall be:

- (i) the strength of the applicant's research record;

- (ii) the potential scholarly value of the research for which support in the form of a teaching remission is being sought;

- (iii) the applicant's need for a teaching remission in the year in question in order to pursue the research in a timely fashion.

If the number of applications for remissions under Clause 3.25 exceeds the number of such remissions available under the provisions of this Clause, Acting Dean Rankin will appoint a small committee to advise her on the relative merits of the applications received. If possible, this committee will be made up of heads of departments from which no applications have been received.

Please feel free to contact me if you require any further information or clarification on this matter.

Peter Ayres
Associate Dean of Arts (Undergraduate)

To request remissions under Clause 3.25, please provide the following information:

1. Your name, department.
2. Your research portfolio or CV.
3. Description of the project for which you are requesting a remission (one-page maximum).
4. Semester during which you plan to take the remission: (Fall 2012 / Winter 2013)
5. Documentation of Departmental (Head's) approval for release time.
6. Justification for a teaching remission in the year in question in order to pursue the research in a timely fashion (one-page maximum).