



Faculty of Humanities and Social Sciences

Office of the Dean
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March 26, 2018

Dear Colleagues:

On behalf of Dean Simpson, 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 Grenfell Campus 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." For 2017-18, 1% of the Faculty of Humanities and Social Sciences' normal teaching capacity is equivalent to 9 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 academic year preceding the academic year for which the remission is being sought. Given that April 15 falls on a Sunday, applications for a remission for the Academic Year 2018-19 should thus be submitted to the Office of the Dean of Humanities and Social Sciences, Attention: Kimberly Russell (kimberly.russell@mun.ca), by 4 p.m. on MONDAY, APRIL 16, 2017. **Refer to the following page for application instructions.**

Please bear in mind the following provisions of Clause 3.25:

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

(c) 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.

(d) 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."

A committee of three Heads from the Faculty of Humanities and Social Sciences will review and rank the Clause 3.25 applications and submit their recommendations to the Dean.

Refer to the following page for application instructions. Please feel free to contact me if you require any further information or clarification on this matter.

A handwritten signature in cursive script, reading "Sharon Roseman", written over a horizontal line.

Sharon Roseman, PhD
Associate Dean (Research and Graduate)
assocdeanreshss@mun.ca

Faculty of Humanities and Social Sciences

Application Instructions for a Course Remission under Clause 3.25:

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

- 1) Applicant's name, department, and email address.

- 2) Applicant's curriculum vitae.

- 3) A description of the research project for which a remission is being requested that addresses the project's scholarly value (maximum of 1000 words, excluding bibliography).

- 4) A justification describing why a teaching remission in the academic year in question is needed in order to pursue the research in a timely fashion (maximum of 300 words).

- 5) Semester during which the applicant plans to take the remission: (Fall 2018 / Winter 2019)