DFA Criteria for Release Time

Dyson Scholarship Release Time Review Committee

The Committee has met and prepared the following draft to present to the Dean of Dyson delineating criteria of scholarly activities that would qualify full time faculty for an 18-credit teaching load.

1 research/creative product per year qualifies faculty for an 18-credit teaching load.

Publications
- Book
- Edited collection or anthology
- Article (peer reviewed)
- Article (in public journal, online or print)
- Book chapter
- Book review
- Encyclopedia article
- Contributing an article to or editing a reader’s companion
- Published Translation
- Textbook
- Annotated volume
- Serving as the editor of a journal
- Serving as the guest editor of a journal
- Peer reviewing for refereed journal or academic press
- Writing catalog copy for public exhibit, film series, or performance
- Submission of external grant, fellowship, or scholarship proposal to state, federal, or Foundation agency (where significant input or work was required of the applicant)

Presentations
- Conference presentation at a regional, national, or international conference
- Convening, moderating, or serving as respondent for a panel at a regional, national, or international conference
- Poster presentation at a regional, national, or international conference
- Book/poetry reading at a regional, national, or international conference or event
- Serving on program committee for a regional, national, or international conference
- Invited lecture at a regional, national, or international conference or event

Creative work
- Curating art exhibit
- Solo, small group, group, and public work exhibition
- Publication of novels, short stories, poems, screenplays, or creative non-fiction (in venues other than undergraduate journals)

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- Direction of a theatrical production, or performing as an actor, choreographer, set/lighting designer, or having a play or dance written/created by the faculty member performed (in each case, the performance should be external to Pace).
- Hosting a screening that is aimed at an audience external to Pace.
- Participation as a visiting artist/critic at another institution (involving a public lecture, critiques and/or workshop with students and faculty at that institution – typically another university, museum or art college.)
- Creating an independent film or video that is shown to audiences outside of Pace.
- Writing/producing/directing a TV documentary
- Producing and writing electronic press materials (interviews, behind the scenes footage) for a major theatrical film release
- Being invited to enter a film or video in a competition at a film festival

Pedagogical scholarship
- Supervising and presenting undergraduate research at a regional, national, or international conference
- Developing significant pedagogical innovation (e.g., developing experiential or technological components of a course or of curriculum to support the Pace Path initiative)
- Applying scholarly expertise to significant curriculum development at Pace (i.e. developing a new minor or major or overseeing the significant revision of an existing program) or at another Institution

Digital scholarship
- Monograph in electronic form (peer-reviewed publication)
- Writing for and editing an online journal
- Collaborating on digital humanities projects with other institutions and funding agencies
- Digitizing archives
- Developing a piece of software for a scholarly or professional purpose. Such an application must be presented in an external (non-Pace) scholarly venue, published, or the creator must document in some way that it is used on a professional level.

Other professional scholarly activity
- Residency
- Visiting artist or scholar at another institution
- Serving as external program reviewer
- Draft legislation or policy reports that were submitted to a government agency or foundation

Released Time for Major Works in Progress

A faculty member who meets none of the criteria above may still qualify for an 18 credit teaching load for up to three years if he or she is engaged in an ongoing, major...
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scholarly or creative project. Possible examples would include completing and publishing a monograph, conducting and publishing on a major series of scientific experiments, or producing a play (aimed at an audience outside of Pace). In such a case, the faculty member should prepare a formal proposal for the project that includes a timeline for the project with intermediate goals to be met each year. At the end of each year, the faculty member will submit a progress report, describing and documenting progress made on the project. This will be submitted to the department chair and the dean, along with the faculty member’s annual activity report.