



Approving School Scholarship Standard Documents Procedure	
Policy: Research, Scholarly Activity, and Scholarship Policy	
Category: Academic	Approval Date: November 9, 2022
Procedure Owner: Academic Policy Committee	Effective Date: November 9, 2022
Procedure Administrator: Research and Scholarship Committee	Review Period: 5 Years
Associated Documents: N/A	

PURPOSE

1. To provide the process for the Research and Scholarship Committee to approve School Scholarship Standards in fulfilment of their mandate as outlined in the Academic Council Constitution.

PROCEDURE:

1. Based on Sections 6.1.10 and 6.1.11 of the Academic Council Constitution, School Scholarship Standards Documents come first to the Research and Scholarship Committee for approval. The Committee then recommends the document to Academic Council for its approval.
2. The sequence of events is the following.
 - a) Documents are approved at their respective School Councils.
 - b) The documents are forwarded to the Chair of the Research and Scholarship Committee for consideration and approval at the next available meeting of the Committee.
 - c) Once approved, the Committee will forward the approved document to the Chair of Academic Council to be included on the agenda for approval at the next available meeting.
 - d) Once approved by the Council, the documents will be posted to the website. The documents should be easily referenceable by faculty, members of administration, and other interested parties both internal and external to RDP.
 - e) A copy of the newly approved School Scholarship document is returned to the school.

3. To record the advancement of the documents through the process, Schools Standard Document will have four lines added to their content at the end of the last page.
 - a) Line one: The date on which the Standard was approved at School Council.
 - b) Line Two: The date on which the Research and Scholarship Committee approved the document.
 - c) Line three: The date on which Academic Council approved the document, based on the recommendation of the Research and Scholarship Committee
 - d) Line Four: The date of the next scheduled review of the Standards by individual schools.
4. The Research and Scholarship Committee recommends a 5-year assessment of the documents based on the usual review cycle for policy at RDP, and in alignment with faculty 5-year research plans, to ensure that the Standards continue to meet the requirements of the School. If deemed necessary, Schools may choose to revisit their Standards at any time prior to the 5-year mark.