

Section:	Academic/Student (AC)
Subject:	Scholarly Activity and Applied Research

Legislation:	
Effective:	June 6, 2016
Revision:	September 1, 2016 (reformatted); January 15, 2025

APPROVED:

President and CEO**POLICY**

The policy of the Board of Governors is to support traditional approaches to research while also recognizing that applied research is at the cornerstone of the scholarship, research and creative activity in the polytechnic environment. Scholarly activity and applied research at SAIT result in educational, business, industrial, artistic and/or social innovation.

PROCEDURE**DEFINITIONS****Impact**

The social, economic, industrial, educational and/or environmental effects or consequences of scholarly activity. Impacts tend to be long-term, widespread achievements.

Outcome

Changes that result from scholarly activity.

Output

A product, service, event, insight, framework, model and/or participation generated by the scholarly activity.

Peer review

The sharing of scholarly activity with industry, teaching, or research peers with the aim of sharing knowledge and/or gathering feedback on the scholarly activity's value and validity.

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Professional service

Work done in support of an academic discipline and includes but is not limited to activities such as serving on committees and boards of professional organizations, organizing or chairing sessions at national or international meetings, or editing or reading manuscripts for professional journals.

Scholarly activity

Any activity that involves the intentional creation, integration and/or transmission of knowledge and is subject to peer review. Scholarly activity intends to inform professional practice, contributing to the state-of-practice within a field and/or impacting the broader external environment.

Stakeholders

Students, employees, industry experts, pedagogical experts, academic peers community stakeholders and/or professional bodies.

GOVERNING PRINCIPLES

1. To be considered as scholarly activity for the purposes of this policy and procedure, a project/activity must meet all of the following criteria:
 - a) Advances subject-matter expertise and/or pedagogical expertise;
 - b) Has a direct and/or indirect impact on students.
 - c) Is appropriately shared and disseminated in order to contribute to a body of knowledge, an academic discipline and/or industry practice.
 - d) Is guided by an original and finite research question and/or problem.
 - e) Requires critical review by appropriate stakeholders;
 - f) Results in an output and leads to an outcome;
2. Activities undertaken by faculty and employees that do not meet the criteria listed above are not scholarly activity for the purpose of this procedure. SAIT recognizes and supports a variety of professional development activities,

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institutional and professional service activities, and scholarly work outside of this procedure.

3. Scholarly activity is required in SAIT's degree programs. It can take many forms, as indicated in the Campus Alberta Quality Council Handbook (2022), including:
 - a) Applied scholarship through problem solving practices, innovation, product development (tools, handbooks, manuals, software, etc.).
 - b) Composition, creative activity, and performance.
 - c) Developing standards, guidelines, and best practices.
 - d) Independent or collaborative research across the full spectrum (basic, applied, educational, policy, quantitative, qualitative, etc.).
 - e) Knowledge translation and reformulation for new applications.
 - f) Publication.
 - g) Presentation at scholarly conferences or expert groups.
 - h) Scholarship of teaching and learning which is disseminated in some form, such as through presentation or publication.
 - i) Technology development, patents, technology transfer and commercialization.
4. Scholarly activity can also take the form of community engagement that leads to scholarly output(s).
5. SAIT resources shall be used effectively and appropriately to support scholarly activity.

PROCEDURE

1. Instructors teaching in degree programs are expected to report annually on their scholarly activities, in alignment with institutional and Campus Alberta Quality Council (CAQC) reporting requirements.
2. Scholarly load will be calculated as per the SAFA Collective Bargaining

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Agreement. Additional scholarly load or resources will be determined by department, school and/or academic division leadership on a case-by-case basis.

3. Scholarly activities that include the collection and use of data from human participants require approval by SAIT's Research Ethics Board before any data is collected. See procedure [AC.4.4.1 Research Requiring Ethics Review](#) for more information.
4. Although SAIT owns scholarly outputs as per procedure [AC.2.11.1 Intellectual Property](#), SAIT may grant permission to instructors and employees to publish their scholarly outputs, to sign documents as required by publishers, and to enter into appropriate open licenses in consultation with the instructor/employee's academic manager and/or the Copyright Office. SAIT shall not unreasonably withhold such permission.

POLICY/PROCEDURE REFERENCE

AC.4.5 [Scholarly Activity and Applied Research policy](#)

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