

TE KURA TOI WHAKAARI
O AOTEAROA:
NEW ZEALAND DRAMA SCHOOL

RESEARCH POLICY AND PROCEDURES

2015

INTRODUCTION

The Education Act 1989 proposes a tertiary education system that, among other priorities,

“fosters, ... , high quality learning and research outcomes, ..., and strengthens New Zealand's knowledge base and enhances the contribution of New Zealand's research capabilities to ... innovation, international competitiveness, and the attainment of social .. goals;”

The Act also stipulates that degrees are to be taught primarily by people engaged in research. It is required of an institution that teaching and research be closely interdependent and performed to a high standard.

It is incumbent on tertiary education providers to maintain academic freedom to question and test received wisdom, to put forward new ideas, to state controversial opinions, and to create and disseminate knowledge that enhances progress. This freedom carries with it ethical responsibilities and the need for openness to rigorous review.

Te Kura Toi Whakaari o Aotearoa: New Zealand Drama School promotes developing an environment for staff research that is congruent with the strategic direction of the school. Research that, in content and form expresses the schools direction, focus and vision.

PURPOSE

This policy frames the research environment at Toi Whakaari within which staff and students undertake research. It outlines the development and implementation of research management at the School.

DEFINITION

Research

Research is original investigation undertaken in order to contribute to knowledge and understanding, cultural innovation or aesthetic refinement.

It typically involves enquiry of an experimental or critical nature driven by hypotheses or intellectual positions capable of rigorous assessment by experts in a given field or discipline.

It is an independent, creative, cumulative and often long-term investigative activity conducted by researchers with specialist knowledge concerning their field of enquiry. Independent should not be construed as meaning individual and does not exclude collaborative research work.

The investigation and its results may be embodied in the form of artistic works, designs or performances.

Its finding must be open to scrutiny and formal evaluations by colleagues in the field. This may be achieved in various ways including publication or public presentation.

CONTENT, PROCEDURES AND GUIDELINES

Requirement to Undertake Research

All tutorial staff are expected to conduct research and disseminate their findings to a suitable audience.

The requirement to undertake research is a career expectation and will be balanced with the recognised obligations of tutorial staff including but not exclusive of teaching and administrative responsibilities.

This policy does not exclude or discourage non-tutorial staff from undertaking research, in fact it is encouraged but it is not an expectation.

Research Planning

All academic staff will develop and implement a research plan annually and submit these to the Research and Ethics Committee for approval.

Statutory and Ethics Obligations

Staff researchers are required to conduct research in compliance with all of the School's obligations under legislation and any ethical and contractual obligations.

Research projects that involve human subjects, including those undertaken as part of a teaching programme, must be approved in advance by an Ethics Committee.

Research Management by the Research and Ethics Committee

A Research and Ethics Committee (R&E Committee) is to be established to support the research activities of staff. The R&E Committee is expected to comply with and oversee the implementation of the School Research Policy.

The R&E Committee will consist of the Director and the Chair of the Curriculum Committee and 2-3 other tutorial staff and a non-tutorial staff member.

The R&E Committee support includes but is not limited to:

- Allocating in an unbiased and equitable manner internal research funds in response to submitted research proposals.
- Advising on the granting of research leave or other support
- Monitoring staff research to ensure that the output of research generated is consistent with the development and maintenance of high quality research and contributes to a persisting research culture at the School.
- Maintaining an awareness of sources of external research funding from the public and private sectors
- Monitoring and reporting on internally and externally funded research grants
- Previewing all research proposals that involve human subjects with respect to seeing that they comply with accepted ethical principles. (see below)

- Providing professional development opportunities for staff to enhance their research performance.
- Reporting to the Board of Studies annually on the state of research at the School.
- Reviewing and updating School Research Policy at no greater than three yearly intervals and submitting reviewed or updated policy to the Board of Studies for approval.

Guiding Principles for Ethical Approval

Ethical principles are by their nature general. Such principles are context-sensitive and their proper interpretation and application invariably requires the good judgement of the R&E Committee in approvals.

The Committee will be guided by the following principles:

- Respect and care for persons
- Acknowledgement of tangata whenua and the Treaty of Waitangi
- Respect and care for social and cultural contexts
- Respect and care for the natural environment
- Research and teaching merit
- Avoidance of conflict of interest.

Research Form and Research Priorities

Research that, in content and form expresses the School's direction, focus and vision, will be particularly encouraged.

Collaborative research and other innovative reach methods will also be encouraged so that the skills and perspectives of each staff member are directed cohesively to addressing contemporary issues faced by students in relation to creative and performance art forms.

School-wide longitudinal research will be encouraged in order to develop and record the pedagogy and educational model that informs the individual teaching practice of the School.

Tutorial staff are encouraged to undertake research in their specialist areas. This may take the form of active, embodied investigation or research through performance, design, direction or management. A central research focus may

include the act of doing or making, to 'on the floor' experimentation, investigation or performance where working questions are explored through creative work.

Monitoring and Review of Research Policy

Research policy and processes will be monitored by the School's Board of Studies.

The Research Policy is reviewed at least triennially by the Research and Ethics Committee, and the Board of Studies.

PROFESSIONAL DEVELOPMENT AND RESEARCH LEAVE

Introduction

Research and Professional Development Leave is provided for in each individual employment agreement. After one year of employment, a permanent staff member will be eligible to apply for paid Research and Professional Development Leave in accordance with his/her individual Employment Agreement in addition to Annual Leave and Statutory Holidays.

Purpose

The purpose of this policy is to achieve a great alignment of the allocation of Professional Development Leave with the outcomes of the Strategic Plan 2011-2016.

Principles

Research and Professional Development is split into five distinct categories:

- 1 Research – particularly as it pertains to the expression and understanding of the distinct model at Toi Whakaari and tikanga marae frameworks.
- 2 Teaching /training and up skilling of the core skills, complex skills and theory of teaching and education.
- 3 Training, up skilling of professional qualifications in key financial, technical, administrative, marketing and library practice areas.
- 4 Teaching /training up skilling of skills and Matauranga (knowledge) as it pertains to te reo me oona tikanga.
- 5 Professional practice as distinct artists in order to keep abreast of current best practice by participating in work inside the industry.

Policy

All five categories of research and professional development are supported by the School.

Only the first four categories are supported with both paid research or professional development leave and/or extra resource.

At least half of all paid professional development leave per annum per individual is dedicated to the categories 2 or 4.

Approved leave in Category 5 is supported with Leave without Pay.

The Director may require staff to take Professional Development Leave to attend conferences, courses or training sessions at her/his request

Professional Development Leave may be accumulated over any two year period but must be used by the conclusion of the second year. Written notification of the intention to accumulate more than two years Professional Development and Research Leave must be approved by the Director.

Approval will only be given in exceptional circumstances

Application for resource to cover costs related to research, travel and training are proposed to the Research and Ethic Committee. The committee assesses the applications and the Director makes a final decision.

If staff wish to undertake paid employment outside the School which does not fall under the auspices of Professional Development Leave or during a period of Annual Leave, they must apply for Leave Without Pay. Otherwise any fee earned is payable to the School.

Departmental responsibilities

Within each department only one staff member at any one time should be engaged in professional development leave that involves absence from the School. This is monitored by the Head of Department or designated departmental representative.

Satisfactory arrangements must be made for maintaining teaching and administrative functions during any absence. This is the responsibility of the Head of Department or designated departmental representative.

As part of the performance review process, information about staff development activities over the previous twelve months, and activities planned for the following twelve months, will be recorded in each staff member's file.

System

Staff must complete the Research and Professional Development Leave application form, and submit it to their designated departmental representative who will take it to the Research and Ethics Committee.

Approval is not automatically granted.

Factors which may affect the granting of leave include:

- The nature of the research, training or professional development proposed
- The timing of the request in relation to arranging for cover for any absence

APPROVAL

Approved by Toi Whakaari Board of Studies 3 February 2015

For review by February 2018