

## **Assessment Guide for Assigned Release Time (ART) Proposal Reviews**

ART Committee – William Paterson University  
Effective Fall 2025

The ART Committee's focal task is to use their academic judgement to determine the extent to which each candidate's proposal meets the conditions for receiving ART<sup>1</sup> and is deemed meritorious. Meritorious means that within the framework of total credits available, the proposal is (a) deemed of sufficiently high quality and (b) for which unusually significant time is required to execute that it necessitates course release. Informed by the ART Policy and application form, a meritorious proposal must:

1. Be clear in purpose and scope with well-defined goals and objectives
2. Have acceptable project outcome(s)<sup>2</sup>
3. Include a clear and appropriate work plan with milestone steps and timeframes that would enable outcome(s) achievement in the overall timeframe specified
4. Provide sufficient and appropriate evidence for how the project is significant<sup>3</sup>
5. Have a clear dissemination plan that is appropriate to the project
6. Include sufficient evidence that the applicant can execute the project as described, and
7. If proposal involves others, including students, their roles are clear and well-defined.<sup>4</sup>

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<sup>1</sup> Applicants with prior ART awards must have submitted a Final Report to the Associate Provost by the June 30 deadline and include a copy in their ART application.

<sup>2</sup> Acceptable projects are those that will utilize norms of research or creative expression assessment (e.g., peer, publisher, or jury review for acceptance, or other appropriate assessment norm of a discipline as would be expected for a faculty tenure or promotion evaluation when assessing research and scholarship). See next page for additional insight on acceptable and not acceptable outcomes.

<sup>3</sup> Significant to the discipline or profession and its potential for serving the goals of the department, college, university, community, and/or the individual. Projects involving students, while not required, are encouraged.

<sup>4</sup> Release time is only for the primary applicant and must be justifiable vis-à-vis the work outlined for others.

William Paterson University  
Assigned Release Time for Research (ART) Guidelines

**Acceptable Outcomes<sup>5</sup>**

Publications (e.g., articles, translations, text books, monographs, reference works, anthologies, creative works)  
Presentations that are peer reviewed potentially leading to publication  
Compositions  
Exhibitions  
Performances  
Films/Videos  
Software Packages  
CDs, DVDs  
Published Computer Programs  
Project linked to the above leading to a grant or contract submission.

**Unacceptable Outcomes**

Curriculum development or artifacts related  
Program development or artifacts related  
Lecture or Lab Manuals  
Projects that carry college credit  
Editing a journal  
Reviewing (paper, art work, performances)  
Serving as a panelist; presentations that are not peer reviewed  
Audiovisual and other materials not emanating from research

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<sup>5</sup> The list of acceptable and unacceptable outcomes is not intended to be exhaustive, but is designed to be illustrative of the range of projects that fall into the respective categories.