

14/15-RFP-018 RESPONSE TEMPLATE

RFP Number:	14/15-RFP-018
RFP Title:	A Research Project on Sessional, Part-Time, and Partial-Load Faculty at Ontario's Colleges
Proposed Budget Range of RFP:	\$60, 000 - \$80, 000
Issue Date of RFP:	Tuesday, November 18, 2014
Deadline for Questions or Clarifications to RFP:	Monday, December 1, 2014 12:00 p.m. EST (noon)
Proposal Submission Deadline/Time:	Monday, December 15, 2014 12:00 p.m. EST (noon)
HEQCO Contact for Enquiries Regarding RFP:	rfp@heqco.ca Please specify "14/15-RFP-018" in the subject line of any emails pertaining to this RFP.
Title of Proposed Project:	Sessional, Part-Time, and Partial-Load Faculty at Ontario's Colleges
Description of Proposed Project:	This project will provide an overview of the working conditions, professional development, training and support available to sessional, part-time, and partial-load faculty at Ontario's colleges. A component of the project will involve qualitative interviews or focus groups with these faculty members. This project will highlight variation among faculty members, as well as between and within colleges.

CONTACT INFORMATION:	
Organization/Company/Institution:	
Primary Contact – Name and Title:	
Primary Contact – Mailing Address:	
Primary Contact – Phone Number:	Email:
Name(s)/Title(s)/Contact Information of Project Co-Leads: (if applicable)	

SECTION A - ASSIGNMENT DESCRIPTION

A.1 About HEQCO

The Higher Education Quality Council of Ontario (HEQCO) is an independent agency of the Government of Ontario that conducts research and provides objective advice to government to improve the accessibility, quality and accountability of Ontario's public colleges and universities. HEQCO employs a multifaceted research approach to inform the implementation of meaningful policies that improve postsecondary education in Ontario, Canada and around the world.

As a government agency, HEQCO strives to support research that will impact discussions of Ontario's policy priorities or business/educational practices within a range of different communities, including policy makers, academia and the public. With this in mind, please describe the dissemination strategy that you plan to use to share the results of your research. Please be as specific as possible, listing the avenues you will use, the communities you hope to target and the impact you hope your research will have.

A.2 Description of Assignment

Context and Project Details

Sessional, part-time, and partial-load faculty play an integral role at Ontario's colleges. These faculty members represent the majority of the college faculty workforce, accounting for sixty-eight percent of academic staff in the 2012/13 school year¹. Despite the prevalence and integral role of these faculty members, there is a lack of comprehensive research on their working conditions and experiences. While there is a small body of literature examining non-full-time faculty in Canada's universities, including a recent report by HEQCO², less is known about sessional, part-time, and partial-load faculty in the colleges.

This research project will attempt to address some of the gaps in the literature and provide insight into the Ontario college sector by investigating the research questions outlined below. A component of the project's data collection will involve qualitative interviews or focus groups with sessional, part-time and partial-load faculty. This project aims to provide an in-depth understanding of the on-the-ground experiences of these faculty members, as well as highlight any diversity within this population. While addressing the research questions the selected researchers will acknowledge variation between faculty in various disciplines, across institutions, and within institutions. The selected researchers will be conscientious of recruiting a diverse sample of participants (such as professionals teaching part-time, as well as individuals aspiring to enter full-time positions) to ensure the data reflects the range of experiences to the greatest extent possible. The selected researchers will ensure they acknowledge and distinguish between the various types of programs at which sessional, part-time, and partial-load faculty teach (such as diploma programs versus continuing education programs), as well as address variation between disciplines (such as liberal arts, STEM, health care, and human services), and by the geographic location and local context of the college.

¹ Colleges Ontario. (2014). *Environmental Scan 2014: College Resources*. Retrieved from http://www.collegesontario.org/research/2013_environmental_scan/CO_EnvScan_12_College_Resources_WEB.pdf

² Field, C. C., Jones, G. A., Karram Stephenson, G., & Khoyetsyan, A. (2014). *The "Other" University Teachers: Non-Full-Time Instructors at Ontario Universities*. Toronto: Higher Education Quality Council of Ontario.

Research Questions

- 1) What proportion of courses and students is taught each year by sessional, part-time, and partial-load faculty members? What proportion of teaching hours is delivered by these faculty members? What are the recent trends among Ontario colleges and across the college sector as a whole?
- 2) What are the patterns in terms of gender, age, qualifications, pay, and working conditions (such as job security, benefits, and access to institutional resources such as office space and technology), of sessional, part-time, and partial-load faculty?
- 3) To what extent is professional development and training available to sessional, part-time, and partial-load faculty members? How do sessional, part-time, and partial-load faculty perceive the teaching support and resources offered by their institutions? How do courses taught by these faculty compare in terms of course evaluations by students, and are these faculty eligible for and do they receive awards for teaching excellence?
- 4) How do sessional, part-time, and partial-load faculty describe their motivations and aspirations for teaching at a college? How many sessional, part-time, and partial-load faculty aspire for full-time teaching positions? How many sessional, part-time, and partial-load faculty teach to supplement other income?
- 5) What are some of the unique challenges faced by sessional, part-time, and partial-load faculty?
- 6) How do sessional, part-time, and partial-load faculty describe and understand their professional identities? How do sessional, part-time, and partial-load faculty describe and understand their relationships with students, other faculty (both non-full-time and full-time), college administrators, and the wider institutional context?

A. 3 Deliverables

RESEARCH PROPOSAL:	
<p>1) BACKGROUND:</p> <ul style="list-style-type: none"> • Provide a clear and thorough introduction and background, illustrating that the proposed project is grounded in relevant research; • Synthesize recent literature and provide a conceptual framework for the project. <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-1000</p>
<p>2) METHODOLOGY – PART A:</p> <ul style="list-style-type: none"> • Provide a clear and comprehensive explanation of all 	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-1000</p>

<p>steps that will be required to complete the project;</p> <ul style="list-style-type: none"> • Ensure you appropriately address the research questions asked. <p>(20 POINTS)</p>	
<p>3) METHODOLOGY – PART B:</p> <ul style="list-style-type: none"> • State what will be measured, how it will be measured and why the measures are appropriate; • Include a detailed description of the data collection, instrumentation, and/or statistical methods to be used. <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 500-1000</p>
<p>4) CHALLENGES:</p> <ul style="list-style-type: none"> • Identify and address how you will resolve any potential challenges in terms of your research approach; • Consider challenges such as Research Ethics Board delays, low survey response rates and recruitment challenges. <p>(10 POINTS)</p>	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 300-600</p>
<p>5) EXPERIENCE:</p> <p>General:</p> <ul style="list-style-type: none"> • Summarize past experience of the research team/organization, showing how this experience is relevant to PSE related and HEQCO funded research projects. <p>RFP Specific:</p> <ul style="list-style-type: none"> • Explain how the academic 	<p>PROPONENT TO RESPOND</p> <p>SUGGESTED # OF WORDS: 300-600</p>

training, qualifications and past experience of the research team are relevant to the research topic of this RFP;

- Include CVs of research team members as an addendum.

(10 POINTS)

6) PROJECT MANAGEMENT:

- Identify the roles and responsibilities of team members as appropriate (data collection, data analysis, writing, editing, etc.);
- Outline your plan for ongoing communication and collaboration between the research team, HEQCO and any other partners or collaborators;
- In the Milestones section include due dates, descriptions and payment amounts for your project deliverables. Ensure the timelines, milestones and planned overall approach are realistic for this research project.

(10 POINTS)

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 250-500

MILESTONES:

Due Date	Deliverable Description	\$
Due Date	Deliverable Description	\$
Due Date	FINAL REPORT	\$

7) RESEARCH BUDGET:

Using the information you provide in the *Research Budget* section (below) your budget will be evaluated against the following criteria:

- Is the overall budget for this research project realistic?
- Are the various budget components in line with HEQCO policy and past experience?
- Is the proposed work likely to be successfully accomplished within the budget proposed?

TO BE COMPLETED BY HEQCO EVALUATOR

(10 POINTS)	
8) PRICING EVALUATION: Refer to pricing evaluation formula in RFP instructions for an explanation of how points are calculated. (10 POINTS)	TO BE COMPLETED BY HEQCO COORDINATOR
9) QUALITY OF RESPONSE: <i>Your proposal will be evaluated against the following criteria:</i> <ul style="list-style-type: none"> • Is it clear that the proponents have understood the objective of the original RFP and responded accordingly? • Is the proposal written in a way that is easy to comprehend and evaluate? (10 POINTS)	TO BE COMPLETED BY HEQCO EVALUATOR

RESEARCH BUDGET:

Please include ALL anticipated costs for the project, including in-kind* and other costs (*in italics and without bold*) for which HEQCO funding is not being requested.

* We recommend, where applicable, that proposals include estimates of the per day/semester costs for faculty/senior administrators that are providing “in-kind” support to the research project, as well as any other contributions being made to the research by your institution. This will allow us to have a better sense of the “true cost” of the overall research project, and the contribution that is being made by the college/university and their personnel.

PERSONNEL:

Name of Proposed Team Members <i>(insert additional rows if necessary)</i>	Title/Position	# of Days/ Semesters	Per Day/ Semester Rate	Total: # x Rate
			\$	\$
			\$	\$
			\$	\$
Personnel Costs Subtotal				\$

DIRECT COSTS:	
Detailed Description of Direct Costs (if applicable) <i>(insert additional rows if necessary)</i>	Cost
	\$
	\$
	\$
Direct Costs Subtotal	\$

TRAVEL AND ACCOMMODATION:	
Detailed Description of Travel and Accommodation (if applicable) <i>(insert additional rows if necessary)</i>	Cost
	\$
	\$
	\$
Travel and Accommodation Subtotal	\$

OVERHEAD:		
A detailed description of what constitutes overhead must be provided (if applicable) <i>(insert additional rows if necessary)</i>	Cost	10% of Cost
	\$	\$
	\$	\$
	\$	\$
Overhead Subtotal	\$	\$

FUNDING:	
Personnel Costs Subtotal	\$
Direct Costs Subtotal (if applicable)	\$
Travel and Accommodation Subtotal (if applicable)	\$
10% of Overhead Total (if applicable)	\$
Firm Fixed Price (HEQCO Funding)	\$
HST (13%) (if applicable)	\$
Total HEQCO Funding (Firm Fixed Price + HST)	\$
In Kind Contribution	\$

Total Project Cost (Total HEQCO Funding + In Kind)	\$
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REFERENCES: PAST FUNDED RESEARCH WITH HEQCO (IF APPLICABLE)
(insert additional rows if necessary)

HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			
HEQCO Project Lead:		HEQCO Contract #:	
HEQCO Project Name:			

REFERENCES: RELEVANT RESEARCH/EXPERIENCE (PROVIDE A MINIMUM OF TWO)
(insert additional rows if necessary)

Contact Name, Title and Organization:			
Contact Telephone #:		Email:	
Project Name: (if applicable)			
What/whom will reference be provided for? i.e. Individual/Organization/Project			
Contact Name, Title and Organization:			
Contact Telephone #:		Email:	
Project Name: (if applicable)			
What/whom will reference be provided for? i.e. Individual/Organization/Project			
Contact Name, Title and Organization:			
Contact Telephone #:		Email:	
Project Name: (if applicable)			
What/whom will reference be provided for? i.e. Individual/Organization/Project			

SIGNATURES:

<p>Conflict of Interest: Affirmation that neither the vendor nor the staff have any real or perceived conflict of interest in performing the assignment.</p>	<hr/> <p>Signature of Principal Investigator or Official Representative of Vendor Institution/Organization</p>
<p>Vendor's Signature of Offer: Affirmation by an individual with the authority to bind the "supplier" institution/organization</p>	<hr/> <p>Signature of Official Representative of Vendor Institution/Organization</p> <hr/> <p>Name, Title and Legal Name of Vendor Institution/Organization</p>