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Consultative Bodies	Research Board Administrative Council
Policy Owner	Vice-President Research, Innovation and International
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## PROCEDURE TITLE: Canada Research Chair Allocation Procedure

### PURPOSE

The purpose of this procedure is to outline the University's process for allocating Canada Research Chairs in a fair, transparent and equitable manner.

### DEFINITIONS

**"Base Chair Allocation"** means the commitment to allocate one Canada Research Chair to each of the seven Faculties.

**"Canada Research Chair"** means the following:

**Tier 1 Chairs**, tenable for seven years and renewable, are for outstanding researchers acknowledged by their peers as world leaders in their fields. For each Tier 1 Chair, the university receives \$200,000 annually for seven years.

**Tier 2 Chairs**, tenable for five years and renewable once, are for exceptional emerging researchers, acknowledged by their peers as having the potential to lead in their field. For each Tier 2 Chair, the university receives \$100,000 annually for five years.

**"Competitive Chair Allocation"** means the process by which the VPRII allocates the Canada Research Chairs, above the Base Chair Allocation.

**"National Reallocation"** means the process conducted every two years, by the Tri-Agency Institutional Programs Secretariat, based on the research grant funding received by researchers at UOIT from the three granting agencies – CIHR, NSERC, and SSHRC – in the three years prior to the year of the allocation. The university is notified about the results of the re-allocation. The outcomes, could result in an increase, decrease, or maintenance of the number of Chairs allocated to the University.

**"Corridor of flexibility"** provides universities with a set number of "flexible Chairs". This allows universities to change the tier or the research area of a limited number of their allocations.

## **SCOPE AND AUTHORITY**

1. This procedure applies to Canada Research Chairs allocated to UOIT.
2. The Vice-President Research, Innovation and International (VPRII), or successor thereof, is the Procedure Owner and is responsible for overseeing its implementation, administration and interpretation.

## **PROCEDURES**

### **3. Procedure UOIT Allocation Process**

#### **3.1. Central Allocation Model**

- 3.1.1.** Canada Research Chairs, allocated to UOIT by the Tri-Agency Institutional Programs Secretariat, are centrally managed by the VPRII. Centrally managing the allocation includes:
  - Tracking, allocating, reclaiming or deactivating lost chairs as part of a reallocation exercise, establishing and monitoring equity, diversity and inclusiveness targets, and managing the corridor of flexibility.
- 3.1.2.** UOIT allocates Chairs through a Base Chair allocation and a Competitive Chair Allocation process.

#### **3.2. Corridor of Flexibility**

- 3.2.1.** The use of the corridor of flexibility is driven by the strategic commitments of the university, equity, diversity and inclusiveness targets, as well as the alignment with the various Tri-agency mandates. The corridor provides a degree of flexibility for the university to achieve diversity amongst the Canada Research Chairs. To utilize a move, the Vice-President Research, Innovation and International, will consult with the Canada Research Chairs Internal Allocation Committee, and render a final decision on the use of the corridor of flexibility.

### **4. Base Chair Allocation**

- 4.1.** The Vice-President Research, Innovation and International will allocate one Canada Research Chair to each Faculty. The strategic research alignment of the Canada Research Chair allocated to the Faculty will be determined by the Vice-President Research, Innovation and International, in consultation with the Provost and relevant Dean.

### **5. Competitive Chair Allocation**

- 5.1.** Canada Research Chair vacancies, above the Base Chair Allocation, will be allocated utilizing an internal competitive review process.
- 5.2.** The Canada Research Chairs Internal Allocation Committee will review applications submitted through the competitive review process and determine how the vacant Canada Research Chairs, will be allocated to ensure the equity, diversity and inclusiveness targets, and strategic research priorities of the university, can be achieved.
- 5.3.** The Canada Research Chairs Internal Allocation Committee is comprised of the following individuals:
  - 5.3.1.** Vice-President Research, Innovation, and International (Chair)

- 5.3.2. Provost and Vice-President Academic (Alignment with Academic Plan)
- 5.3.3. Ad hoc reviewers, as determined appropriate by the Internal Allocation Committee.
- 5.3.4. Director, Office of Research Services
- 5.4. Canada Research Chair Internal Application Requirements
  - 5.4.1. The VPRII will notify the Deans, in writing, of any Canada Research Chair vacancies, and outline the application process.
  - 5.4.2. The Dean of the Faculty is responsible for submitting applications that align with the strategic priorities of the University, and the Faculty, for consideration by the Canada Research Chairs Internal Allocation Committee.
  - 5.4.3. Deans may submit more than one proposal for consideration during any internal Canada Research Chair Competitive Allocation Process. In the case where multiple CRC applications are submitted by a Dean, the proposals must be ranked in order of priority.
  - 5.4.4. A proposal to the Internal Competitive Chair allocation process consists of the following components:

Written proposal no more than 5 pages, which consists of the following elements:

- Description and Rationale for the proposed Research Chair: Describe the proposed research field, current research capacity at UOIT, expected ability to leverage additional funding.
- Description of the research environment: Existing critical mass of research or, if an emerging area, the potential building of critical research mass. Research environment within the faculty.
- Building Capacity: How the CRC will build UOIT's reputation, develop research capacity and enhance graduate and undergraduate student research opportunities. What is the current capacity of the Faculty and university and how will this Chair build on it, and differentiate UOIT. Fit with the recruitment plans of the Faculty. Sustainability of the research program.
- Strategic Significance to UOIT: How the proposed CRC aligns with the Faculty's and UOIT's strategic research priorities. How the proposed CRC aligns with, and advances, long-term plans in the Faculty to strengthen research capacity. What is the expected impact.
- Significance to Ontario and Canada: Why this field important to and unique in Ontario and Canada. What is the relevance to Provincial, national and international priorities.
- Recruitment Process: The proposed timeline for selecting the CRC and the recruitment strategy, with a draft position advertisement (short format)
- Faculty Support and Resources: The Faculty's ability to commit to a tenured or tenure track position for the prospective CRC(s). Deans are

advised to consult with the Provost's Office. The anticipated research space (size, new request, renovations, etc.) and equipment needs for the Chair. CFI funds will be allocated from the UOIT John Evans Leadership Fund (JELF) envelop in accordance with the UOIT CRC Institutional support procedure.

- Equity, Diversity, and Inclusiveness: The Faculty's commitment to equity, diversity and inclusiveness in the hiring process. Plans to support diversity, equity and inclusion throughout the recruitment process should include tangible evidence of the Faculty's commitment to diversity, equity and inclusion (i.e. Metrics, training, conferences, mentorship programs) and demonstrate how the Search Committee intends to attract a diverse pool of applicants.

**5.4.5.** Proposals will be submitted electronically to the Vice-President Research, Innovation and International (VPRII), copied to the Director of the Office of Research Services (ORS), prior to the deadline.

## **5.5** Evaluation Criteria

**5.5.1.** The Canada Research Chairs Internal Allocation Committee will review competitive applications based on the following criteria:

- The alignment with the university's strategic research areas and the research strengths of the university and faculty.
- The Faculty's proportion of Tri-council funding.
- The Faculty's plan and commitment to equity, diversity and inclusiveness throughout the recruitment and hiring process.
- The significance and timeliness of the research area proposed.
- The level of Faculty support and commitment to the sustainability of the Chair and the research area.
- UOIT's current corridor of flexibility within the CRC program.

## **5.6.** Decisions and Appeals

**5.6.1** The decisions of the Canada Research Chairs Internal Allocation will be communicated by email to the respective Deans.

**5.6.2** The Canada Research Chairs Internal Allocation Committee will review all applications and by consensus provide a recommendation to the VPRII. All CRC allocation decisions are at the sole discretion of the VPRII.

**5.6.3** In case of disagreement of the committee members, or appeal of a decision by a Faculty, the President will review the proposals and discuss the case with the VPRII and Provost to determine the allocation. The President's decision will be final.

**5.6.4** Requests for appeals, must be made in writing to the VPRII within 2 weeks of the original notification of decision.

## **5.7 Requirement and Hiring process (Refer to CRC Recruitment Procedure)**

- 5.7.1** Once a CRC position is approved by the VPRII, a search will be commenced in accordance with the CRC Recruitment Procedure and human resources practices.
- 5.7.2** For failed searches that do not yield qualified candidates, the Faculty Dean may petition the VPRII to restart the recruitment process. If the VPRII does not approve the petition, the CRC Allocation Procedure will be followed to allocate the vacant CRC.
- 5.7.3** Successful candidates that are selected for nomination under the CRC recruitment procedures will work with the Faculty and the Office of Research Services (ORS) to submit a CRC Nomination to the CRC Secretariat for approval.
- 5.7.4** If an application is rejected by the CRC Secretariat, the Chair position will return to the Central Allocation, to be distributed in accordance with the CRC Allocation procedures.

## **DISCONTINUING A CHAIR**

- 6.** If the CRC Secretariat reduces UOIT's allocation, the VPRII will immediately conduct an internal review of the following information to determine which Canada Research Chair the institution will discontinue:
  - Any unfilled CRC positions, including internal competitions, currently advertised and/or at the interview stage
  - Impact of decision on UOIT's equity, diversity and inclusiveness targets within the CRC program
  - Term and end dates of existing chairs and alignment with the various Tri-Agency mandates
  - The productivity of current chair holders and seniority
  - Internal base and competitive allocation across the university
- 6.1** The Canada Research Chairs Internal Allocation Committee, in consultation with the Deans, will select one of the following, based on the review conducted by the VPRII:
  - Cease the recruitment of any unfilled Canada Research Chair positions
  - Cease the process for approval of a currently nominated Canada Research Chair
  - Select from among existing Canada Research chairs which will be forfeited.
- 6.2** The VPRII will make the final decision and communicate its decision to the President, Provost, Dean(s) and any individual impacted by the decision and steps that may be taken to mitigate the impact of the decision.
- 6.3** The VPRII, in consultation with the Dean(s) and Provost, may consider limited support during the phase-out period in order to ensure that any existing student and other non-cancelable commitments are met.

## **MONITORING AND REVIEW**

- 7.** These procedures will be reviewed as necessary and at least every three years. The VPRII, or successor thereof, is responsible to monitor and review these Procedures.

## **RELEVANT LEGISLATION**

8. This section intentionally left blank.

## **RELATED POLICIES, PROCEDURES & DOCUMENTS**

9. Faculty Association Collective Agreement  
Canada Research Chairs Program Guide  
CRC Advancement Procedure  
CRC Renewal Procedure  
CRC Institutional Support Procedure  
CRC Recruitment Procedure