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**PROCEDURE TITLE: Renewal of Canada Research Chairs**

**PURPOSE**

The purpose of this procedure is to outline the process for renewal of Canada Research Chairs (CRC).

**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.

**“Renewal”** means the continuation of a current chairholder in the same position at the same institution for an additional term.

**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 for Renewal

#### 3.1. General Renewal Principles

3.1.1. Renewals are not automatic.

3.1.2. Tier 1 and Tier 2 CRCs are eligible for only one renewal (two terms).

3.1.3. The Vice-President Research, Innovation & International (VPRII) is responsible for making the final renewal decision.

3.1.4. To render a decision to proceed with a renewal, the VPRII will utilize a CRC Advisory Committee comprised of the following:

- Provost (academic considerations)
- Dean of appropriate faculty
- Ad hoc reviewers as required
- Director, Office of Research Services

3.1.5. CRC candidates, eligible for renewal, are assessed by the VPRII and CRC Advisory Committee according to five main criteria:

- The level of excellence and impact achieved by the Chairholder in their area of research or knowledge creation;
- The level of excellence achieved in leadership furthering the University's academic goals and in training and mentoring early career researchers;
- The level of excellence achieved in broadening the Chair's national and international profile; and
- Alignment of the Chair's program with the research themes outlined in the University's Strategic Research Plan
- Demonstrated commitment to priorities in the UOIT CRC Equity, Diversity and Inclusiveness Action Plan.

### 4. Renewal Process

4.1. *Step 1: Confirmation of UOIT Allocation and Dean support of renewal*

4.1.1. The VPRII 18 months prior to the expiry of a CRC's first term will:

- Review the current University CRC base and competitive allocation across faculties and equity targets.
  - Obtain confirmation of positive or negative support for renewal from the Dean to whom the Chairholder reports.
  - Based on the information received, determine if the Chair will remain in the allocated Faculty or return to the central pool to be re-allocated.
  - Inform the Dean and Chairholder of the decision as to whether or not the chairholder position will be renewed.
- 4.1.2.** Should the incumbent choose not to renew the CRC, the University will revisit the current CRC allocation and determine how to proceed with the vacant CRC.

#### **4.2 Step 2: Performance evaluation of CRC**

- 4.2.1** The CRC Incumbent, 12 months prior to renewal deadline, will:
- Upon being invited to renew, submit an internal Renewal Dossier to the VPRII for assessment. The Renewal Dossier is based on documents required for a CRC renewal nomination.
  - The Chairholder prepares a Renewal Dossier and sends the following documents to the VPRII:
    - CRC performance report ([refer to CRC guidelines](#));
    - A two-page description of the proposed research program ([refer to CRC guidelines](#));
    - Current curriculum vitae using the CRC format; and
    - The name and contact information of two expert reviewers with whom the VPRII may consult if determined that external expertise is required.
- 4.2.2** The VPRII in consultation with the Advisory Committee will review the Renewal Dossier in accordance with [CRC evaluation criteria](#). The VPRII may consult with individuals with the requisite expertise if additional information is deemed necessary.
- 4.2.3** Renewal of a CRC is contingent upon the review of the Chairholder's performance by the Advisory Committee, as follows:
- productivity level compared to national and international standards in their discipline.
  - impact and dissemination of the Chair's research activities as compared to national and international norms for their discipline.
  - record of training and mentoring highly qualified personnel and demonstrated leadership at the university.
  - level of tri-agency or other funding leveraged during the tenure as Chair.

- demonstrated commitment to diversity, equity and inclusion within Faculty, external partnerships and composition of research teams.
- merit of the proposed research plan for the CRC renewal.
- career interruptions and personal circumstances that affected the Chairholder's record of research achievement during the tenure of the award will be considered in accordance with the [Canada Research Chairs Program Guidelines for Assessing the Productivity of Nominees](#).

- 4.2.4** After assessing the Renewal Dossier, the Advisory Committee will make a recommendation to the VPRII who will determine if the current Chairholder should move forward with a CRC renewal application.
- 4.2.5** The Chairholder and Dean will be informed of the decision in writing and provided with the rationale for the decision.
- 4.2.6** If the decision is to not renew the Chairholder for a second term, the Chair position will revert back to the central allocation to be distributed in accordance with the CRC Allocation Procedure.
- 4.2.7** If the Chairholder or Dean would like to appeal a decision, the President will review the Renewal Dossier and discuss the case with the VPRII and Provost. The President's decision will be final.
- 4.2.8** Requests for appeals, must be made in writing to the VPRII within 2 weeks of the original notification of decision.

**4.3** *Step 3: Development of Renewal Nomination package*

- 4.3.1** The Office of Research Services will work with the Chairholder and the Dean to develop the documentation required for the renewal nomination package. The Dean will be asked to identify a faculty contact who will assist in the development of the institutional section of the application from the Faculty perspective.

**5. Resubmissions**

The CRC Secretariat does not allow the resubmission of renewal nominations that are not recommended for support by the CRC Program.

**MONITORING AND REVIEW**

- 6.** 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**

- 7.** This section intentionally left blank.

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

- 8.** Faculty Association Collective Agreement
- Canada Research Chairs Program Guide
- CRC Allocation Procedure
- CRC Advancement Procedure
- CRC Institutional Support Procedure
- CRC Recruitment Procedure